

**DRAFT**

# **Mobile Phone Policy**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Last reviewed on:** \_\_\_\_\_

**Next review due by:** \_\_\_\_\_

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## 1. Introduction and aims

### 1.1 Aims

At Reigate School we recognise that mobile phones, including smart phones, are an important part of everyday life for our children, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for children, staff, parents and volunteers
- Support the school's other policies, Safeguarding, Behaviour & Rewards and Anti bullying

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage

### 2.1 Rationale

Aside from the safeguarding issue, the rationale for this policy is that it has been shown that the effect of banning mobile phones from school premises adds up to the equivalent of an extra week's schooling over a child's academic year. This is according to research by Louis-Philippe Beland and Richard Murphy, published by the Centre for Economic Performance at the London School of Economics.

"Ill Communication: The Impact of Mobile Phones on Student Performance" found that after schools banned mobile phones, the test scores of students aged 16 improved by 6.4%. The economists cite that this is the "equivalent of adding five days to the school year". According to Beland and Murphy, a phone ban produced improvements in test scores among students, with the lowest-achieving students gaining twice as much as average students. The ban had a greater positive impact on students with special education needs and those eligible for free school meals, while having no discernible effect on high achievers. "We found that not only did student achievement improve, but also that low-achieving and low income students gained the most. We found the impact of banning phones for these students was equivalent to an additional hour a week in school, or to increasing the school year by five days."

## 2. Roles and responsibilities

### 2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Senior Leadership Team (SLT) are responsible for monitoring the policy every 2 years, reviewing it, and holding staff and children accountable for its implementation.

### **3. Use of mobile phones by children**

#### **3.1 Children Use**

The school recognises that parents/carers in the community feel the need for their children to have access to a mobile phone for communication home. This helps with safeguarding and child protection especially in the long dark winter months. Reigate School supports this approach wholeheartedly. To that end, the school has adopted the following mobile phone best use policy:

- Children are allowed to bring mobile phones to and from school to ensure their personal safety at all times;
- Children must not use a mobile device, smart watch or electronic device including headphones anywhere in school during the school day, except under the specific direction of a teacher. For the purposes of this policy, the school day begins the moment the children enter the school grounds and ends once the children leave the main building. Mobile phones will not be permitted to be used at any after school extra-curricular clubs, for example;
- If a child brings their phone to the school, then on arrival it should be switched off and kept out of sight, for example in a bag or locker. It should not be seen or heard (including vibrate) throughout the school day;
- The phone can be switched back on upon leaving the school site. Not before and not during any period of social time (break or lunch);
- Any child found using or known to have used their phone during the school day will have the phone confiscated and returned at 3:10pm via Student Services. Parents will be informed via Student Services. Children will be asked to sign for their phone;
- If the child is a repeat offender the school will request a parent/carer to come in and collect the phone from the school.
- Any refusal to hand a phone over to members of staff will result in a follow up sanction in line with the school's Behaviour & Rewards Policy. This would constitute the refusal of a reasonable request by a member of staff.

#### **3.2 Designated areas:**

The Head of School reserves the right to allow phones in selected areas given individual circumstances.

#### **3.3 Contacting Children and Parents/Carers**

In non-urgent situations, parents wishing to contact their child during the school day should ring the school. We have a well-established and efficient system for getting messages to children and pastoral support if it is needed.

Children who need to contact parents during the course of the school day should speak to Student Services or their Pastoral Head of Population/Head of Year, who will make a phone available.

### **3.4 Sanctions**

If a phone is seen by a member of staff it will be confiscated by them. Schools are permitted to confiscate phones from children under sections 91 and 94 of the [Education and Inspections Act 2006](#).

Once confiscated, this will be placed in Student Services where the child will be allowed to sign for and collect it at 3:10pm.

If a child has their mobile phone repeatedly confiscated, we will request a parent or carer collects it from main reception after 3:10pm.

If we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury, staff have the power to search children's phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). This will always be done by a member of the SLT or pastoral team.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

## **4. Use of mobile phones by staff**

### **4.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise involved/employed by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as departmental offices and the staff room).

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The Head of School will decide on a case-by-basis whether to allow for special arrangements.

### **4.2 Safeguarding**

Staff must refrain from giving their personal contact details to parents or children, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or children.

Similar details and guidance can be found in the E-Safety and Internet Email Use Policy alongside the ICT Acceptable Use Policy.

Staff must not use their mobile phones to take photographs or recordings of children, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

### **4.3 Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our Staff Code of Conduct
- Not use their phones to take photographs or recordings of children, their work, or anything else which could identify a pupil.

### **4.4 Work phones**

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our Staff Code of Conduct.

### **4.5 Sanctions**

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

## **5. Use of mobile phones by parents, volunteers and visitors**

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of children, unless it is a public event, or of their own child;

- Using any photographs or recordings for personal use only, and not posting on social media without consent;
- Not using phones in lessons, or when working with children.

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for children using their phones, as set out in section 4 above.

Parents must use either reception or Student Services as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

## 6. Loss, theft or damage

Children bringing phones to school must ensure that phones are stored securely and out of sight when not in use.

Children must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in GDPR breaches.

Where a mobile phone is brought into school, it is entirely at the child's and parents' own risk. The school accepts no responsibility for the loss, theft or damage of any phone or electronic device brought into school. (Ref: Section 94, Education and Inspections Act 2006 states that "where a teacher disciplines a pupil by confiscating an item, neither the teacher nor the school will be liable for any loss or damage to that item").

Equally, there is no statutory liability on schools for items that go missing in other ways.

Confiscated phones will be stored in Student Services in a secure location and must be signed out by the child or parent/carer upon return.

Lost phones should be returned to Student Services. The school will then attempt to contact the owner.

## 7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on children's education, behaviour and welfare. When reviewing the policy, the school will take into account relevant advice from the Department for Education, the local authority or other relevant organisations.

This policy will be reviewed every two years.

**Approved by the Full Governing Board on:**

## Appendix 1: Acceptable use agreement for children

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons or activities, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent') and remain out of sight.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other children.
4. You cannot take photos or recordings (either video or audio) of school staff or other children.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating children or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's Behaviour & Rewards Policy.
11. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's Behaviour & Rewards Policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store this appropriately, or pass it to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

## Appendix 2: Permission form allowing a pupil to bring their phone on a trip

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent(s) name(s):</b>	
<b>Trip:</b>	

Reigate School has agreed to allow [pupil name] to bring [his/her] mobile phone on the above named school trip, because [he/she] is attending a school trip or residential where use of mobile phones will be allowed.

Children who bring a mobile phone on the school trip must abide by the school's policy on the use of mobile phones, and its acceptable use agreement (which can be found in the Mobile Phone Policy).

The school reserves the right revoke permission if children do not abide by the policy.

Parent signature: \_\_\_\_\_

Child signature: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

### Appendix 3: Template mobile phone information slip for visitors

#### Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where children are present. If you must use your phone, you may go to the staff room
- Do not take photos or recordings of children or staff
- Do not use your phone in lessons, or when working with children

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our Mobile Phone Policy is available from the school office.