



# Highsted Grammar School

## **Mobile Phone Policy**

## MOBILE PHONE USE POLICY

### LINKS WITH OTHER POLICIES

Policies to be read and followed alongside this document:

1. Safeguarding Policy
2. E-safety Policy
3. Acceptable Use Policy (ICT)

### RATIONALE

Mobile phones are now a feature of modern society and most of our students own one. Increasing sophistication of mobile phone technology presents a number of issues for schools:

The high value of many phones.

- The integration of cameras into phones leading to potential child protection and data protection issues.
- The potential to use the phone e.g. for texting whilst on silent mode.
- Mobiles can be used inappropriately and are potentially targets for bullying.

It is also acknowledged that providing a child with a mobile phone gives parents/carers reassurance that they can contact their child if they need to speak to them urgently.

Further to a recent survey, the school is increasingly concerned regarding the negative effects that having constant attachment to a mobile phone can have to our students and the concerns around the lack of focus this leads to in turn impacting on learning.

We want students to come to school ready to learn and eager to do so and to not be unnecessarily distracted.

### RESPONSIBILITIES

**Mobile phones are banned around the school site throughout the school day.**

- Students can travel to and from school with a mobile phone.
- On arrival to school the mobile phone must be placed in a locker/bag and switched off and students MUST NOT access it for the rest of the day until they leave the school site. Sixth Form students may use their mobile devices in designated Sixth Form areas (S1, S5, the Sixth Form Common Room)
- The decision to provide a mobile phone to their child should be made by parents or carers.
- Parents/carers should be aware when their child takes a mobile phone to school as this is their responsibility
- Students found in possession of a phone during the school day will have the phone confiscated.
  - In the first instance this can be collected by the student at the end of the school day
  - In the second instance this can be collected by a parent/guardian at the end of the school day
  - In the third instance the school will keep the phone for a week, it must be collected by a parent/guardian.

Further sanctions will be applied which are proportionate to the level of disruption caused.

- If a student refuses to hand over their mobile phone they will be refusing to accept the authority of the school – parents will be contacted and asked to attend the school to remove the phone.
- Repeated refusal would lead to use of our behaviour policy, including the use of suspension from school.

### **PARENTAL CONTACT OF STUDENTS WHO ARE IN SCHOOL**

Parents are informed that, in cases of emergency, the school should be the only point of contact. The contact details are listed in the table below. School staff can then ensure their child is reached quickly and assisted in an appropriate way.

The main reception (01795 424223) can direct you to the appropriate person in school.

### **ACCEPTABLE USE**

4. Sixth form students may use mobile phones in the sixth form areas only
5. A small number of students have a medical condition that is monitored using mobile phones.

### **UNACCEPTABLE USE**

Mobile phones should not be used on the site at any time.

### **THEFT OR DAMAGE**

The school cannot accept responsibility for mobile phones that are lost, stolen or damaged on the school site nor does it have the resources to conduct investigations into misplaced or stolen phones. If they are brought into school they should be locked inside their locker for the duration of the day.

### **ADVICE ON THE SAFE USE OF MOBILES**

When using your mobile phone, you need to be careful and keep safe.

- Don't give out your number or friends' numbers to people you don't know, especially in Instant Messenger or chat rooms.
- Keep your security code or PIN number private.
- If you get texts, which upset you, do not reply but keep a record and tell an adult. In serious cases you can report it to the police.
- If you receive a rude or embarrassing image or text about someone don't forward it to others.
- Distributing sexual images of other young people is harassment and could be illegal. If you receive something like this tell an adult immediately.

## IF A PHONE HAS BEEN CONFISCATED

7. Students may be able to collect it from the school office at the end of the school day unless:

It is not the first time they have had their phone confiscated, in which case the parent/guardian will need to collect. After that point the phone will be confiscated for longer and/or further sanctions will be implemented proportionately in response to the repeated failure to accept the authority of the school.

## MONITORING

This policy will be reviewed annually.

## POLICY REVIEW DATE

**Approved by:** Governing Body **Date:** September 2023

**Last reviewed on:** September 2025

**Next review due by:** September 2026