



**THE RADCLIFFE SCHOOL**  
INSPIRE AND ACHIEVE

# **Portable Electronic Communication Devices (Mobile Phone) policy**

Headteacher:

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Review frequency: Five yearly

Chair of Governors:

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## Purpose

The Behaviour for Learning Charters of Learning, Respect and Environment underpin how students work within the school's community to secure the best outcomes. The Mobile Phone Policy supports the CLEAR values and enables students to use the technology in a responsible and safe manner. The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take carefully thought through and well informed steps to ensure that mobile phones are used responsibly at the school. The sheer power of modern smartphones as a ubiquitous, additional and highly versatile tool for teaching and learning can also not be ignored by a centre of education in the twenty first century. This policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety and enhanced learning) can continue to be enjoyed by our students.

Following a consultation undertaken in June 2019 involving parents/carers, students and staff, The Radcliffe School has established the following points for mobile phones Procedure that provides teachers, support staff, students, parents and carers clear expectations and instructions for the appropriate use of mobile phones during school hours.

Students, their parents or carers must read and understand the expectations before students are given permission by their parents or carers to bring mobile phones to the school.

The Mobile Phones Policy also applies to students during school excursions, camps and extra-curricular activities.

The procedure covers all students from Year 7 to 13.

## Rationale

The Radcliffe School recognises that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also concern about children travelling alone on public transport or commuting across the city to the school.

The school also recognises the manifold uses made of modern smartphones by young people; many of which immerse them in academic and social learning.

It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently travelling to or from school. Parents/carers are reminded that in cases of emergency, the House office and/or the Attendance office remain a vital and most appropriate point of contact and can ensure students can be reached quickly and assisted in any appropriate way.

## Responsibility

It is the responsibility of students who bring mobile phones to the school to abide by the expectations outlined in this document.

The decision to provide a mobile phone to their children should be made by parents or carers.

Parents/carers should always make themselves aware if their child takes a mobile phone to the school.

Parents/carers must recognise the high monetary value and attractiveness of mobile phones and other technology. In allowing their children to bring items of such value into the school and whilst the school will do everything to mitigate against loss, theft of damage, it is the parents/carers that must carry the risk were there to be such an unfortunate occurrence.

Other electronic devices, such as smart watches and MP3 players etc are not allowed in school.

## Acceptable Uses

Mobile phones and ear phones/buds must be switched off or to silent (no vibrate) and kept in their bag at all times throughout the school day, all the time the students are on the school site, including social times and between lessons. A student may only use a mobile phone in a lesson when there it is appropriate to support learning and is closely supervised by a member of staff. Parents/carers are reminded that in cases of emergency, the House office and/or the Attendance office remain a vital and appropriate point of contact and can ensure students can be reached quickly and assisted in any appropriate way.

While on school premises, students should always use their phone's soundless features when using it for text messaging, answering services, call diversion and vibration alert.

The school recognises the importance of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, etc. In lessons, teachers may wish to utilise these functions to aid teaching and learning and students may have the opportunity to use their mobile phones in the classroom. On these occasions students may use their mobile phones in the classroom only when express permission has been given by the teacher and where there is an explicit and communicated learning objective/learning activity. Students may not listen to music in lessons or in the corridors at any time for health and safety reasons.

## Unacceptable Uses

Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos, videos, listen to music via headphones or use any other application during the school day and other educational activities.

Devices should not be seen and may be confiscated even if being used.

Students must ensure that any headphones brought in to school, are kept in the student's bag and not worn or in their blazer.

Mobile phones must not disrupt classroom lessons with ringtones, music or beeping.

Whilst students who become ill during the day may wish to use their mobile phones to contact parents/carers during break or lunch, they must use the established procedure via the Attendance/First Aid office/ Heads of Houses to seek permission to be collected from school if too ill to remain at the school on a particular day. Only the Attendance Manager/Head of House can give permission for a sick child to be collected from the school.

Students are not allowed to use other students' phones or equipment.

Students must not use their mobile phones to bully and threaten other students. This is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour and it will be dealt with very seriously by the school.

Students must not use their mobile phones to pass on/upload message or to take videos or pictures of acts to slander, bully, denigrate or humiliate a student. This also includes using mobile phones to photograph or film any student. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

### **Theft, Damage and Safety**

Students should mark their mobile phone clearly with their names/or other means of identification such as those provided by the Community Police team.

Students who bring a mobile phone to the school should leave it in their bag before they arrive. To reduce the risk of theft during the School hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.

Mobile phones that are found in the school and whose owner cannot be located should be handed to the Heads PA.

Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from

falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords should not be shared.

Except where negligence can be proven in a court of law, the school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

Except where negligence can be proven in a court of law, the school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from the School.

Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.

### **Inappropriate Conduct**

Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Headteacher.

Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Headteacher.

Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face appropriate sanctions according to the school's Behaviour for Learning policy.

### **Sanctions**

If the student is using the mobile phone inappropriately, the phone out or headphones in, whether in a lesson or on the corridor, the phone will be confiscated for the rest of the school day. Confiscated mobile phones will be placed in a named envelope and stored for the duration of the confiscation. On this point, there will be **no negotiation** by students or parents. Students will be allowed to pick up their mobile phone from Reception after 3pm or later for repeat offenders.

If the student repeats the inappropriate use of their mobile phone in school within the academic year each subsequent confiscation will be for an increased period of time.

Failure to heed the rules set out in this policy, for example when a phone has been used to harass or bully another student, including the use of social networking sites such as Facebook, may result in an alleged incident being referred to the police for investigation and be subject to further sanctions as laid out in the Behaviour for Learning Policy. In such cases, the parent or carer would be notified immediately.

### **Monitoring**

All members of staff will monitor the use of mobile phones and digital music players in accordance with this procedure.

### **Evaluation**

The Headteacher and school governors will review the situation on a regular basis to ensure that the procedure is appropriate and workable.