



# Caludon Castle

## Mobile Phone Policy

*Local Level Policy*

Date effective	01 September 2021
Review Cycle	Three Yearly
Review Date	
Date of Approval by Governors	
Committee approved by	Caludon Castle Local Governing Body
Author	Sarah Kenrick – Headteacher

Date	Notes

## **Aims**

The school recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety. We also highly value the benefits of digital literacy and how learning can be enhanced through the use of technology. However, balanced with this is the need to safeguard children and staff from cyber bullying, inappropriate use of the Internet and the misuse of social media such as Twitter, Facebook, WhatsApp, Snapchat and Instagram.

This policy works alongside the 1:1 iPad policy and behaviour policy to ensure the benefits of digital literacy are still maximised.

## **Use of Personal Mobile Phones for Students, Years 7-11**

The school recognises that parents/carers may feel the need for their children to have access to a mobile phone for communication home when travelling to and from school. This helps with safeguarding especially in the long dark winter months. Caludon Castle School supports this approach wholeheartedly. To that end we have adopted the following mobile phone best use policy:

1. Students are allowed to bring mobile phones to and from school to support their personal safety.
2. If a student brings their phone to school then on arrival at school their phone is to be turned off and placed immediately in their school bag, locker or inside pocket of their blazer.
3. Mobile phones may not be used on the school site, during school hours, including any period of social time (break or lunch).
4. Where the 1:1 iPad device scheme has not yet been rolled out (Years 8-11) there may be lessons where the teacher invites students to use their mobile phone in order to complete an online learning task. Where this is the case, students may use their phone for the purpose of learning, as directed by their teacher only.
5. Any student found in possession of their phone during the school day (unless in circumstances described in (4)) will have the phone confiscated and held in reception to be collected at 3.30pm the same day.
6. If a mobile phone is confiscated for the third time (or thereafter) the device will be kept at school until a parent arranges to collect it. The student will also receive an after school detention.
7. Any refusal to hand a phone over to members of staff will result in a blue slip for reconciliation and the possibility of further sanctions.

8. Any requirement for a parent/carer to contact a student or a student to contact their parent/carer can be done through the school reception or through the year teams.

### **Use of personal mobile phones for students, Years 12-13**

Students in the sixth form are expected to understand what is and isn't appropriate use of a mobile phone when at school. To this end students in the sixth form are permitted to bring their mobile phones to school but must adhere to the following best use policy:

1. Students may use their mobile phones in the sixth form common area and sixth form study room.
2. Permission to use a mobile phone in a post-16 lesson must be given by the class teacher.
3. Mobile phones may not be used on the corridors or in communal areas outside of the sixth form common room and study room.
4. Communication between students and their parents via students' mobile phones must take place in the sixth form common room or study room.

### **Responsibility for loss and disclaimer**

As previously stated it is understood why parents may want their child to bring a mobile phone into school. Whereas this is understood, the school retains no liability for any phone that is brought into school which is either lost, stolen or damaged or used in a manner which is against the owner's consent.

The school's advice is to leave mobiles at home and use the system of contact through the reception.

### **Linked policies**

- 1:1 iPad scheme
- Behaviour policy