



Lordswood Girls' School & Sixth Form Centre

This policy is called:	Mobile Phone Policy
It applies to:	Lordswood Girls' School & Sixth Form Centre
Person responsible for its revision:	Assistant Headteacher (Student Behaviour, Welfare & Development)
Status:	Non-statutory
Website?	On staff launch page and public website
Approval by:	LGS Governing Body
Review frequency:	Every two years or as required
Date of Ratification:	May 2022
Date of next review:	May 2024

Aim

This policy sets out the School's framework for the 'acceptable' and 'unacceptable' use of mobile technology by students while they are on the school site. The purpose of this policy is to prevent unacceptable use of technology, including mobile phones and all mobile devices by students, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

For the purposes of this policy, all references to 'mobile phones' should be taken to include all mobile technology. This policy will operate in conjunction with other policies including: the [E-Safety Policy](#), [Internet Acceptable Usage Policy](#), [Behaviour Policy](#), [Discipline and Exclusions Policy](#), [Anti-bullying](#) and [Safeguarding/Child Protection Policy](#).

This policy also applies to students during school trips and visits unless other arrangements have been agreed.

Rationale

The School recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used responsibly. Parents/carers may decide to give their children mobile phones to protect them from everyday risks involving personal security and safety. 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.

Guidelines for considerate use of mobile phones

Year 7-11

- Students in years 7-11 are not allowed to have a mobile phone on them during the school day. Mobile phones which are brought onto the school site must be turned off and stored in student lockers. They must remain turned off and out of sight until the student has left the school site at the end of their day.
- Where a student does not have a locker, the phone should be handed into a member of the Administration Team in a named envelope and collected at the end of the school day.

Sixth Form

- Students in the Lordswood Sixth Form Centre are permitted to bring their mobile phone to sixth form but this must be switched off in lessons and should not be used in the main school building, for example, where they are visible to other students, at any time during the school day. When in the sixth form block, sixth form students may only use their mobile phones in the sixth form social space. A breach of these rules will result in the phone being confiscated for the day in the case of a first offence. For subsequent offences, the phone will be confiscated for 24 hours.
- The school recognises the importance of mobile technologies to support learning and some teachers may wish to utilise these functions to aid teaching and learning. Students may then have the opportunity to use their mobile phones in the classroom. On these occasions students may use their mobile phones in the classroom when express permission has been given by the teacher. The use of personal mobile phones in one lesson for a specific purpose does not mean blanket usage is then acceptable.
- A Bring Your Own Device (BYOD) system operates in the sixth form and students may use mobile devices to access the internet. A guide to BYOD can be found on the sixth form website.
- Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.

It is strongly advised that all 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 must not be shared.

The school accepts no responsibility for lost, stolen or damaged mobile phones.

Inappropriate conduct

- The School will not tolerate any illegal use of mobile phones and will always report illegal activity to the police and local agencies, as appropriate.
- Mobile phones are banned from all examinations. Sixth form students are expected to hand phones to invigilators before entering the exam hall. Any student found in possession of a mobile phone during an examination will have that paper disqualified. For public examinations, a report will be submitted to the examination board which may result in all other examination papers being disqualified.
- It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.
- Using mobile phones to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given. Similarly, using mobile phones to photograph or film any student or member of staff without their consent will also result in sanctions. Please see the School's E-safety Policy for further details.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- 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 disciplinary action.
- It is a criminal offence to use a mobile phone to menace, harass or offend another person and the school may consider it appropriate to involve the police.

- Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence.
- Where the School suspects that a student has breached mobile phone guidelines or is involved in inappropriate and possibly criminal conduct, the School will exercise its right to search a student's bag or locker and, where it is necessary to secure material that is potentially harmful or illegal, the phone will be confiscated.
- In accordance with the School's *Student Acceptable Use of ICT Policy* and *E-Safety Policy*, the School reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including material which promotes pornography, violence or bullying or contravenes legislation governing communications. In extreme cases, the phone may be handed over to the police in order for them to conduct an investigation. Parents will always be notified where this happens.

Sanctions

Sanctions may be imposed on students who use their mobile phone without consideration for others and/ or in breach of this Policy.

- It is the student's responsibility to ensure their phone is not seen on site, they should hand them in at the start of the day to student reception or lock them away in their lockers.
- If a phone is seen anywhere on school site it will be confiscated.
- If it is a first offence the student will not be able to have the phone back until the end of the day.
- If it is a second offence the student will not be able to have the phone back for 24 hours (the end of the following school day).
- If it is a third offence the student will not be able to have the phone back for 3 school days.
- The fourth offence will result in the student receiving a day in internal exclusion and will be required to hand their phone in to reception every morning for. Students who hand in their phones are able to collect it at the end of the day.
- Should the second or third offence coincide with a school holiday or weekend and the parents wish their child to have their phone, the parent/carer must collect the phone before 4pm on the final day before that holiday/weekend and the phone must be returned by parents on the first school day back for the sanction to be fulfilled.
- Any student who refuses to hand over a mobile phone when requested to do so will be referred to a member of the Senior Leadership Team and the refusal will be treated as a disciplinary matter.
- When a mobile phone is confiscated, the phone will be locked in a secure cupboard in a named envelope and details of confiscation recorded in a log kept in the Main Office.

The School expects all students to adhere to this Policy for the acceptable use of mobile phones. Copies are given to all students and their parents, and the School may impose sanctions for the misuse, or attempted misuse of mobile phones and other electronic devices.

The Director of Intervention and Inclusion has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. She works closely with the Local Safeguarding Children Board (LSCB) and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of the School.

Mobile Phone: Parent/Carer Permission

I have read and understand the above information about appropriate use of mobile phones at Lordswood Girls' School.

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used in accordance with the expectations outlined in this document.

I understand that the School has the right to confiscate my child's phone for inappropriate use and that the police may be involved in more serious breaches of guidelines.

I understand that the school will not accept any responsibility for loss, damage or theft of a mobile phone.

Signed: _____ (Parent/Carer)

Mobile Phone: Student Declaration

I have read and understand the above information about appropriate use of mobile phones at Lordswood Girls' School.

I understand that the School has the right to confiscate my phone for inappropriate use and that the police may be involved in more serious breaches of guidelines.

I understand that the school will not accept any responsibility for loss, damage or theft of a mobile phone.

Signed: _____
(Student)