



Rickmansworth School

Mobile Phone Policy

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Version Author:	Julian Carrera
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1. Introduction and aims

We recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents and staff, as well as the wider school community.

Our mobile phone policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for students, staff, parents and volunteers
- Support the school's other policies, especially the Child Protection, Behaviour for Learning, Anti-Bullying and eSafety.

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
- Appropriate use of technology in the classroom

The policy will be reviewed every three years.



Tony Walker
CHAIR OF GOVERNORS



Matt Fletcher
HEADTEACHER

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, should alert a member of staff if they witness, or are aware of, a breach of this policy.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during contact time. Use of personal mobile phones must be restricted to non-contact time, and where possible to areas of the school where students are not present.

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 Headteacher will decide on a case-by-basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

3.2 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 aren't limited to:

- Emergency situations

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Staff should not use their phones to take photographs or recordings of students, their work, or anything else which could identify a pupil unless approved by a member of the Senior Leadership Team (SLT).
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.3 Work phones

Staff are provided with a mobile phone by the school when on school trips for school business. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- 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. Use of mobile phones by students

Students are permitted to bring a mobile phone onto the school site but are not permitted to use them at all during the school day.

Students, when on the school site, must turn their mobile phones off and store them in their bags from 8.30am until 3.30pm.

The only exceptions to this rule are:

- Students in Years 12-13 may use their mobile phones in the 6th Form Study Centre.

4.1 Sanctions

If a student is found to be using a mobile phone during the school day without the permission of a teacher, the phone will be confiscated. Students may collect their mobile phone from Student Reception at the end of the day.

The student will receive a C3 (after school detention) for the day after the incident (or nearest school day). If a student repeatedly has their phone confiscated, then parents will be asked to collect the mobile phone.

This sanction is also applicable for the use of headphones.

Staff have the power to search students' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#) if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

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

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

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy.

This means:

- Not taking pictures or recordings of students, unless it's a public event (such as a school fair), 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 students

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 must use the school office 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

Students bringing phones to school must ensure that phones are appropriately labelled and are stored in their bags. The mobile phone should be labelled with initial and surname, and form.

Students 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 data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

Confiscated phones will be stored at Student Reception. In the first instance it is the responsibility of the member of staff who confiscates the phone to ensure it is not lost or damaged.

Lost phones should be returned to student reception. 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 students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix 1: code of conduct: mobile phone use for students in Years 7-11

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

1. You may not use your mobile phone anywhere on the school site, between 8.30am and 3.30pm, unless a member of staff specifically allows you to.
2. Phones must be switched off (not just put on 'silent'). They must be stored in bags, not blazers.
3. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
4. Don't share your phone's passwords or access codes with anyone else.
5. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
6. Don't use your phone to send or receive anything that may be criminal. For instance, 'sexting'.
7. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
8. 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 for Learning policy.
9. 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 for Learning policy and will be dealt with accordingly.
10. 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 these appropriately, or turn them over 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: code of conduct: mobile phone use for students in Years 12-13

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

1. You may not use your mobile phone anywhere on the school site **other than the 6th form Study Centre**, between 8.30am and 3.30pm, unless a member of staff specifically allows you to.
2. Phones must be switched off (not just put on 'silent'). They must be stored in bags, not blazers.
3. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
4. Don't share your phone's passwords or access codes with anyone else.
5. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
6. Don't use your phone to send or receive anything that may be criminal. For instance, 'sexting'.
7. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
8. 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 for Learning policy.
9. 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 for Learning policy and will be dealt with accordingly.
10. 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 these appropriately, or turn them over 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 3: mobile phone information slip for school visitors

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please avoid using your mobile phone where students are present. If you must use your phone, you may go to the staff room or another appropriate location as directed by a member of the school staff.
- Do not take photos or recordings of students (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with students

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.