

# **CEFNSAESON COMPREHENSIVE SCHOOL**



## **MOBILE PHONE POLICY**

## **Mobile phones : a policy for Cefn Saeson.**

### **1. Introduction**

- 1.1 The widespread ownership of mobile phones amongst young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used in a responsible manner. This policy is designed to ensure that any potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety), can continue to be enjoyed by our students.
- 1.2 The increasing sophistication of mobile phone technology presents issues for schools, particularly about children's safety and wellbeing. The integration of cameras into phones and the accessibility of internet technology can lead to potential child protection and data protection issues.
- 1.3 Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions and disruptions. Therefore, the school strongly discourages bringing mobile phones to school. Governors and staff at Cefn Saeson Comprehensive are aware that some children may need mobile phones when travelling to and from school. With this in mind the following policy and procedures have been designed. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.
- 1.4 The term parents is used in this policy should be interpreted to also include designated carers guardians and other adults with specific responsibility for children.
- 1.5 The term mobile phone it used in this policy should be interpreted to also include other personal electronic devices with similar features, connectivity and applications (for example tablets and smart watches).

## 2. Principles

2.1 The staff and governors of Cefn Saeson Comprehensive recognise that many pupils have mobile phones. We also recognise that some parents request that their child bring a mobile phone to school for safety and security reasons on the way to and from school.

2.2 If parents take the judgement that the child needs to bring a mobile phone into school, on a regular basis, they must complete the mobile phone agreement. This will enable the school to have a full and accurate record of pupils who have a mobile device with them in school. The form is available as an appendix to this policy and from the main school and Caredig Offices.

2.3 Pupils who bring their mobile phones into school must switch off their phone upon arrival at the school. The school site refers to all areas of the school both inside and outside.

The phone should remain switched off throughout the day and be kept out of sight (for example in their bag). Throughout the day means that no distinction is made between form time, lesson time, break, lunch or after-school activities. If the pupils need to use the phone whilst on the school site they must seek permission from Caredig and will be supervised whilst using the phone.

Alternatively, if a pupil needs to contact the parents, they may use the telephone in the school office or Caredig. Such calls, however, should only be made in an emergency.

2.4 If, at the end of the day, pupils need to contact parents using a mobile phone (e.g. to discuss collection), they may do this at the main school gates. They may remain on the school site, but they must be at the gates. Pupils are not permitted to bring out their mobile phones until they reach the school gate.

2.5 As is normal procedure, if the parent wants to contact their child during the school day, they should contact the school office and not the

Childs mobile device. Parents are reminded that in cases of emergency, the school office remains the appropriate point of contact and staff will ensure your child is reached. Passing on messages through the school reception also reduces the likelihood of disrupting lessons inadvertently.

2.6 Pupils who use a mobile phone or other device on the school site with definition will be required to handover their phone to a member of staff. An appropriate sanction will follow.

Pupils will also be required to relinquish their phone if a member of staff suspects that it contains unsuitable material, if the pupils have taken photographs on the site or if they have used phones for any form of bullying.

In circumstances where there is a suspicion that material on the mobile phone is of an offensive nature, then appropriate action will be taken which may involve the police. It should be noted that it can be a criminal offence to use a mobile phone for malice and to harass or offend another person.

2.7 Pupils remain responsible for their own properties and will be responsible for any losses should they choose to bring the mobile phone into school. Parents should be aware that if a child takes a mobile phone to school, it is assumed that household or specialist insurers will provide the required cover in the event of loss or damage. The school accepts NO responsibility for replacing lost, stolen, or damaged mobile phones.

### **3. Sanctions**

3.1 If a pupil infringes on the principles set out in this policy, the mobile phone will be confiscated by the teacher and taken to a secure place in Caredig. The pupils will be able to collect the mobile phone at the end of the school day. The pupils will be placed in after-school detention with due notice. The incident will be recorded, and the parents notified. A repeated infringement will lead to the mobile phone being retained and parents will need to attend school to pick it up. This will require

parents to speak to a member of the senior management team. The incident will be recorded.

- 3.2 When pupil's infringement is persistent or when pupils have used their mobile phones to film or record members of staff or pupils, or use their mobile phone for malicious activity and humiliate, embarrass or causes offence, then the pupils will receive sanctions that are more substantial. Such sanctions are likely to include a fixed term or even a permanent exclusion.

Any alleged criminal of incident may be referred to the police investigation. In such serious cases, the parents will be notified immediately.

#### **4. Trips**

- 4.1 In the case of routine educational visits, children taking part in school sports fixtures or overseas trips consideration will be given to mobile phones being allowed. This will be reviewed on a trip by trip basis

## **Cefn Saeson Comprehensive School**

### **Mobile phone agreement**

If you would like your child to have a mobile phone in school, you and your son/daughter are required to read and sign the mobile phone agreement and send it to the Child's form teacher. Forms may be left in the school office.

1. Mobile phones must not be used on school premises by pupils at any time. Pupils should keep their switched off and out of sight (in the bottom of bags).
2. If there is an urgent reason why pupils must use their mobile phones, they must seek permission from a head of year or a member of the senior leadership team.
3. If, at the end of the school day, pupils need to contact parents on mobile devices to discuss collection, they should do so by the exit gate.
4. If parents need to contact the child or pass a message to them during the school day, they should contact the school office and the office will relay the message.
5. Pupils who still use a mobile or other device on school premises without permission will be required to handover their phone to a member of staff. This will also apply if a member of staff has any suspicion that a mobile phone contains unsuitable material or if pupils have taken photographs on the school site, or if pupils use phones for any form of bullying.
6. Pupils remain responsible for their own equipment and without the responsibility of any losses should they choose to bring a mobile phone into school. The school except NO responsibility for replacing lost, stolen or damaged mobile phones

#### **Mobile phone agreement return slip.**

We agree to the terms and conditions of the school's mobile phone agreement.

***Name of child*** \_\_\_\_\_ ***Form*** \_\_\_\_\_

\_\_\_\_\_  
***Parent/guardian signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

Pupils signature \_\_\_\_\_ Date \_\_\_\_\_