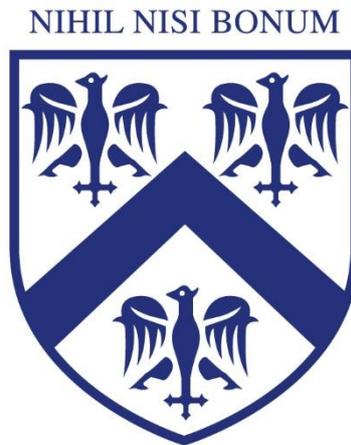


# ***Birkdale High School***



**Birkdale  
High School**

*Aspire - Thrive - Succeed*

## **Mobile Phone Usage Policy**



## Birkdale High School Mobile Phone Usage Policy

<i>Date of Policy:</i>	<i>July 2017</i>
<i>Members of staff responsible:</i>	<i>Assistant Headteacher (David Pryor)</i>
<i>Review date:</i>	<i>July 2019 – every 2 years</i>

Birkdale High School accepts that mobile phones (and other portable devices) are now part of young people's culture and way of life and can have considerable value, particularly in relation to individual safety. Whilst having clear benefits for personal safety, they are also a target for theft and have a nuisance factor in respect of text bullying, cyber bullying and taking pictures against the wishes of individuals. With this in mind, mobile phones should be used in accordance with agreed rules, as inappropriate use can lead to disruption and difficulties within school.

Students are permitted to bring mobile phones to school, but their use is subject to the following guidelines.

The school will always seek to educate students regarding the appropriate use of technology, including mobile phones. There is structured system of education in relation to this as the school would prefer to have students who can use all technology appropriately and for the purpose it was intended. Where students use technology inappropriately it may well be deemed appropriate to provide a more bespoke education for these students in relation to appropriate use of technology.

### **Students who have their phones out in prohibited areas:**

Students should only have their phones out in designated areas unless specifically directed otherwise by a staff member. *(Using is different to being on and going off. If a mobile phone goes off in lesson it is appropriate and reasonable to ask the student to turn it off and not to confiscate it).*

If a student has their mobile phone out in an undesignated area staff must take possession of the phone – regardless of the reason given.

Staff must hand the mobile phone in at the front office. The office will make a log of the students name, the staff member who took the phone, the date the phone was confiscated and then store the phone safely.

If a student refuses to hand over the phone the staff member should remind the student once of the consequences for not handing over their phone (a day in ICE). If the student still refuses to hand over the phone then they are to call for a member of

the Senior Leadership Team who will deal with it. (consequences a day in ICE and a meeting with parent to advise on duration of ban for their mobile phone in school for refusal to hand over their phone).

If a student has their phone confiscated twice in a half term, or three times over the period of a term, then a ban will be imposed upon the student specifying the period of time that they are not permitted to have their phone in school.

Any confiscated phone should be handed to the school office. Confiscated mobile phones will not be returned until 3.30pm. If students are rude to the office staff when collecting their phones the office staff will contact home and advise that the phone will not be returned and that the parent needs to collect it.

**Students who use their phone inappropriately to cause harm or upset and/or in direct contravention of the rules set out below:**

- Students must not store files on their phones or transmit files that contain violent,
  - degrading, or offensive images.
- Cyber-bullying is completely unacceptable and will be followed up by the school as
  - serious misbehaviour.
- Mobile phones must not be used under any circumstances to photograph students or
  - staff. Any student using their phone to take photographs will have their phone
  - confiscated in accordance with the confiscation policy. The student will be expected to delete images from their phone.
- Mobile phones must not be used in lessons, unless a member of staff gives permission.
- During lessons and in the school building phones should remain switched off and out of sight and should not be used to contact another person via texting or ringing. Accessing the internet on mobile phones within lessons is not permitted unless at the direct instruction of a teacher.
- Mobile phones should not be used at any time in and out of lessons to contact parents or for parents to contact students regarding:

i) an illness

ii) a school related issue, e.g. detention

If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter.

In an emergency, parents/carers should phone reception and a message will be taken to the student. Contact via mobile phone in these situations is not appropriate.

- Examination board and school rules prohibit the use of mobile communication technologies in examination settings, including supervised course work/controlled assessment. Mobile phones must be handed in at the start of the examinations, as per school policy. Students must not keep mobile phones on their person during examinations.

If a student contravenes any of the points set out above then they will have an immediate phone ban imposed regardless of whether they have had their phone confiscated previously. The phone will be kept by the school and the parents will be invited in to a) discuss the ban imposed and future conduct once the phone ban is lifted and b) to collect the phone. The duration of the ban is dependent upon the nature of concern and/or the frequency of previous misdemeanours in relation to inappropriate use of technology.

If it is reported that a student has inappropriate material on their phone or it is suspected that they have then the school reserve the right to search the phone in the presence of the student. If a student refuses to hand over their phone for this search then the phone will still be seized and parents will be contacted to conduct the search in their presence.

If it is reported that a student has been bullying another student via different technologies, i.e. Facebook, it will be assumed that the student is not able to use technology appropriately and this will also result in a phone ban.

### **Monitoring**

When students phones are logged with the office the office team will let the appropriate head of year know when one of their students has met the threshold for their phone to be confiscated. The Head of Year will then follow the procedures set out within this document.

The confiscated phones log will be sent to the Assistant Headteacher in charge of Pastoral Care at the end of every half term as well as to all Heads of Year. This will enable the Pastoral Team to identify additional trends and to ensure that all students are addressed regarding concerns over mobile phones.

### **Conclusion**

The school recognises that other schools have implemented a total ban on mobile phones but we do not wish to follow suit. We believe that the policy provides an opportunity to have a mobile phone in the school grounds whilst at the same time educates students about their appropriate use. Students are asked to cooperate with this policy and those that do not will face a personal ban on having a mobile phone in school. If we have too many students that do not follow this policy we may have to consider in the future imposing a total ban on all mobiles.

If students do decide to bring a mobile phone into school the responsibility for the phone rests with the student and the school accepts no financial responsibility for loss, damage or theft. The school has no personal liability insurance for staff or students in relation to theft or loss of personal items. Pupils are discouraged from bringing item into school that are of significant value such as cameras and laptops unless they are fully ensured outside of the home and this applies equally to mobile phones.