



# RAINHILL HIGH SCHOOL

## MOBILE PHONE POLICY





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HIGH SCHOOL**

# **MOBILE PHONE POLICY**

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### 1. Introduction and aims

At Rainhill High School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Impact on mental health
- Over reliance on mobile technology
- Distractions that it can create
- Impact on learning in the classroom
- Reduced physical socialisation
- Risk of theft, loss, or damage

### 2. Roles and responsibilities

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

The Mrs L Munro is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

### 3. Use of mobile phones by pupils

Mobile Phones are not permitted to be **used, seen or turned** on the school site.

They must not be seen from 'door to door' – from when pupils enter the school site at the start of the day until they leave the school site at the end of the day.

1. Phones must be switched off (not just put on 'silent').
2. Avoid sharing your contact details with people you do not know, and do not share other people's contact details without their consent.
3. Do not share your phone's passwords or access codes with anyone else.
4. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
5. Do not use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
6. You must comply with a request by a member of staff hand over your phone if it is used, seen, is heard. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
7. Mobile phones are not permitted in any internal or external exam or test environment. Bringing a phone into the test room can result in your exam being declared invalid.

#### 3.1 Sanctions

The table below outlines the process and sanctions, should a mobile phone be used or seen.

1 <sup>st</sup> Confiscation	<ul style="list-style-type: none"><li>• Parent must collect, remains in school office until this point</li><li>• Upon collection of the phone, parents will meet with your child's Year Student Manager or Year Progress Leader</li><li>• A letter detailing next steps will be issued</li></ul>
2 <sup>nd</sup> Confiscation	<ul style="list-style-type: none"><li>• 1-day internal exclusion</li><li>• Parent must collect, remains in office property until this point</li><li>• Parent meets with Key Stage Progress Leader</li><li>• Student no longer permitted to bring phone on site</li><li>• A letter detailing next steps will be issued</li></ul>
3 <sup>rd</sup> Confiscation	<ul style="list-style-type: none"><li>• 1-day fixed term exclusion</li><li>• Reintegration meeting with Mrs Munro, Deputy Headteacher</li><li>• Next steps discussed</li></ul>

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

Schools also have power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if you have 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.

## **4. Use of mobile phones by staff**

### **4.1 Personal mobile phones**

Staff are expected to model expected behaviour and set a good example to the students at this school. Therefore, it is inappropriate for staff to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones is restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be rare 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 01744677205 as a point of emergency contact.

### **4.2 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

### **4.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. Staff can use both Microsoft Teams and the school Instagram and Twitter accounts to disseminate information that supports both teaching and learning.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

#### 4.4 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 evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

#### 4.5 Work phones

A school phone will be provided to staff when they are supervising off-site trips.

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.

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

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it is 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 pupils

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

Pupils 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 pupils are travelling to and from school.

The aforementioned has been communicated in the following ways

- Signs up around the school site
- Is detailed in the home-school agreement
- Copy of this policy was included in the parent's newsletter September 2020

Confiscated phones will be stored in the school office in a secure cabinet.

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

- Feedback from parents and pupils
  - Feedback from teachers
  - Records of behaviour and safeguarding incidents
  - Relevant advice from the Department for Education, the local authority or other relevant organisations
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- This policy will be reviewed every 3 years by Mrs L Munro, Deputy Headteacher.
  - At every review, it will be approved by the full governing board.

## Appendix 1: Home School Agreement

### RAINHILL STANDARDS HOME SCHOOL AGREEMENT

#### **Introduction:**

Successful schools work together in genuine partnership so that children achieve good examination results, get the opportunity to do exciting things and above all are happy.

There are three constituent parties: Parents, Pupils and the School, and each need to understand the responsibilities, concerns and aspirations of the others and what can reasonably be expected to deliver.

#### **School**

- Care for your child's safety and happiness.
- Ensure that your son/daughter is given the opportunity to realise their full potential in every aspect of their development.
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Provide a wider curriculum that gives the opportunity to develop the skills required to positively contribute in the ever changing and diverse society that we live in.
- Keep you informed about school activities via regular newsletters.
- Keep you informed about your son/daughter's progress via an annual report and parent's consultation.  
Be open and welcoming and offer opportunities for you to become involved in the life of the school.
- Contact you if we have any concerns or problems that appear to be having a negative influence on your child's attitude or approach to school life.

#### **Parent(s)**

I/We shall make every effort to:

- Support my child in attending school/on time, minimum 96% attendance
- Read with my child at home
- Support my child with organisation – correct uniform and equipment
- Support my child with their home-based learning
- Support my child in following the school's expectations of them
- Build effective home/school relationships
- Inform the school if I have any concerns about my child
- Help my child stay safe online and be aware of e-safety



- Support my child in getting enough sleep and limit screen time
- Work with the school if issues/problems arise

### **Pupil**

I shall make every effort to:

- Have strong routines – work hard, have good attendance/punctuality (96%+)
- Be ready to learn – full school uniform and be equipped with everything you need
- Be resilient and to try hard with all areas of school life
- Get the basics right – be positive, be polite, show respect to all, follow instructions given by adults
- Build relationships with staff and students, look out for each other
- Respect the school site and local community
- Read every day and to always take pride in any written work
- Complete regular homework to supplement and support the work I complete in lessons
- ‘Have a go’ and get involved in wider school life
- Complete the Rainhill Experience Gold award by the end of Year 11
- Keep myself safe (including safety online)

### **Social Media**

- We will not tolerate, humiliation or abuse of any other person either in person or online via social media, we would not expect parents to become involved in this either.

### **Mobile Phones**

- Mobile phones can be brought to school but **must** be switched off from door to door, i.e. you cannot use a mobile phone throughout the school day including on site before school or after school, at break and lunch times. All mobile phones must be switched off and out of sight in a bag.
- If you need to contact your child urgently throughout the school day, please contact the school office who will ensure all urgent messages are dealt with.
- If a child urgently needs to contact home, we have facilities to do this on site at Student Services at break or lunchtime.
- 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 pupils are travelling to and from school.

## **Appendix 2: Template mobile phone information slip for visitors**

### **Use of mobile phones in our school**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

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.