



Pontypridd High School

**The Use of Mobile Phones
and other Portable Devices
Policy**

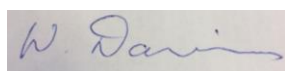
The Use of Mobile Phones and other Portable Devices Policy

Date of policy:	February 2023
Adopted:	Wellbeing Committee Meeting, 16 th March 2023 and Full Governing Body, 29 th March 2023
To be reviewed:	Summer 2024
Member of staff responsible:	Headteacher
Committee Responsible:	Wellbeing

Approved by:



Mr H Cripps, Headteacher



Mr W Davies, Chair of Governors

1. Rationale

The safeguarding of students at Pontypridd High School is paramount. Whilst we recognise mobile phones and other 'portable' devices are now an integral part of society, they are susceptible to misuse, and in a school environment we witness the negative impacts that mobile phones have on our students too often.

Such inappropriate use includes the impact of cyber bullying and misuse of social media such as Tik Tok, Twitter, Facebook, Snapchat and Instagram (please note this list is not exhaustive). In different ways, such technology can also be responsible for the exploitation of vulnerable young people.

Whilst we are a school that embraces new technology and innovation, we must also act responsibly where the safety and wellbeing of both students and staff have been threatened. This is the case in relation to the ways in which too many young people are dependent on their mobile phones and other portable devices such as 'airpods'.

2. Aims

In response to the rationale above, this policy aims to:

- Set clear guidelines for the use of mobile phones and other portable devices on the school site for students, staff, parents/carers and all other visitors.
- Set these guidelines within related school policies such as:
 - Safeguarding and child protection
 - Positive relationships
 - Teaching and learning
 - E-safety and appropriate use of ICT

3. Purpose of this policy

Staff, students and parents / carers must understand this policy as a condition upon which mobile phones are to be brought into our school.

This policy also applies to students during school excursions, educational visits, and extra-curricular activities on the school site and on external visits.

This policy will state the responsibilities of all those who access our school site and the consequences / sanctions which will be applied because of any misuse of mobile phones or other portable devices whilst on our school site.

The school policy in relation to mobile phones and other portable devices is:

- **Students should not be seen with, or use a mobile phone or other portable device on our school site**
- **Staff should not be seen with, or use a mobile phone or other portable device unless they are in a specific location at a specific time**
- **Parents, carers and other visitors should not be seen with, or use a mobile phone or other portable device unless they are in a specific location at a specific time**

4. Roles and Responsibilities

Expectations of Students

Mobiles may be in school but they must not be seen or heard.

Mobile phones are not permitted to be used or seen on the school site at any time unless permitted by a member of staff (this includes break and lunch times).

All students must not under any circumstances take a mobile phone into a room or other area where examinations are being held.

Any portable device such as airpods / headphones should not be used or visible whilst moving around the school site.

This does not include those students who require the use of electronic devices as an essential tool for their learning.

Expectations of Staff

All staff are responsible for enforcing this policy. Visitors or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach in this policy.

All staff members (including supply staff, students on placement, volunteers) are expected to adhere by the following:

- Staff are not permitted to make/ receive calls/ texts during contact time with children. Phones will be switched off and out of sight.
- When off-site, designated members of staff will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.
- Personal mobile phones must not be used to take photos of students except in very exceptional circumstances when permission from a senior leader must be sought and granted in advance and the image erased as soon as possible in the presence of a work colleague.
- In exceptional circumstances (e.g. sick relative), staff may keep their phone on them to receive emergency calls. In such cases, permission must be granted from the headteacher.

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event.

Expectations of Parents/ Carers

Whilst we would prefer parents / carers not to use their mobile phones at our school, we recognise the difficulties in regulating this. We therefore ask that parent / carer usage of mobile phones is courteous and appropriate to our school environment and our expectations.

If parents / carers need to contact their children urgently they should phone the school office and a message can be relayed promptly.

Parents/ carers are welcome to photograph or video their own child(ren) at school events. However, we insist that these images/ videos are not published (e.g. Facebook etc.) if they include any children who are not their own.

Expectations of Visitors

All Visitors will be informed of our mobile phone policy when signing in at reception. Visitors may bring mobile phones onto the school site but are asked to keep them out of sight until they leave school buildings and where possible not use them where students are present.

Visitors found to be using their phones in breach of this guidance will initially be reminded of the policy and ultimately asked to leave if they refuse to comply with the policy.

5. Sanctions/Consequences

Confiscating a mobile phone

If a student is caught using a mobile phone (or other portable device), the phone will be confiscated by a member of staff and stored safely and securely within the school building.

Schools are permitted to confiscate phones from learners **under sections 91 and 94 of the Education and Inspections Act 2006.**

If a mobile phone needs to be confiscated, then:

- The student will be expected to hand the phone to the member of staff in line with this school policy
- The student will be informed of the arrangement for returning the mobile phone depending on how many times the situation has occurred (see below)
- The mobile phone will be stored safely and securely so that it is returned to the correct person.
- The reasons for confiscation will be recorded on Classcharts for monitoring purposes.
- If a student refuses to hand over their mobile phone to any member of staff then parents/carers will be contacted to collect their child immediately. This rule similarly applies to the use of headphones / airpods.

What are the sanctions / consequences?

1st time	The mobile phone will be confiscated. 3 negative behaviour points will be issued on Class Charts The phone can be collected at 2:45pm by the student from Pupil Services in the STEM block
2nd time	The mobile phone will be confiscated. 5 negative behaviour points will be issued on Class Charts The phone can be collected at 2:45pm by the parent/carer from the main reception in Upper block. If not, it will be held until 2.45pm the following day and so on.
3rd time	The mobile phone will be confiscated. 10 negative points will be issued on Class Charts

	<p>The phone can be collected at 2:45pm by the parent/carer from the main reception in Upper block. If not, it will be held until 2.45pm the following day and so on.</p> <p>Parents/carers will be invited to school to meet with a member of the senior leadership team to discuss the continuous breach of this policy.</p>
Frequent and /or malicious use	<p>Where infringement is frequent and persistent or where students have used their mobile phones to film or record members of staff or students, or used their mobile phones for malicious activity that humiliates, embarrasses, or causes offence, then the student will receive sanctions that are more substantial.</p> <p>A senior member of staff will have the right to view files stored in confiscated equipment and if necessary, seek the cooperation of parents / carers in deleting any files which are in clear breach of these guidelines unless they are being preserved as evidence.</p> <p>If required evidence of the offence or suspected offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen.</p> <p>Any misuse of a mobile phone (recording or photographing people without consent) is illegal and therefore senior staff will consider whether an incident should be reported to the police.</p> <p>Senior staff reserve the right to consider all available sanctions which could include a fixed-term or even permanent exclusion.</p> <p>A record will be kept of all cases of misuse.</p>

6. Taking responsibility for mobile phones

Parents / carers are reminded that in cases of emergency, the school office (Main reception or Pupil Services) remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages in this way also reduces the likelihood of disrupting lessons inadvertently. It is important that all communication with your child between 8:30am and 2:45pm is made via the school.

The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones or other portable devices in the possession of students or confiscated by staff.

It is the responsibility of parents / carers and students to ensure mobile phones and other portable devices are properly insured.

7. Monitoring of this policy

This policy will be monitored in the following ways:

- Any misuse of mobile phones or other portable devices will be logged on ClassCharts
- Data from ClassCharts will be reported and discussed in weekly Leadership and Safeguarding meetings
- Surveys will be conducted with staff, students and parents / carers to record the impacts on students
- Reports will be provided to the GB Wellbeing and Teaching Training committee