



ST PAUL'S SCHOOL

SPS Mobile Phone Policy

Author/reviewer responsible:	Head of Wellbeing	ISI DOC CODE:	n/a
Reviewed by:	PPC, SPS SMT	Date of last review:	02/18
Authorised by resolution of:	SPS SMT	Date of authorisation:	02/18
		Date of next review:	06/20

This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to the Chief Operating Officer: OpsDir@stpaulsschool.org.uk

Contents

1. Policy Statement
2. Lead Members of Staff
1. Responsibilities
2. Appropriate Usage
 - 4.1 Learning about Appropriate Use
 - 4.2 Outside of Class
 - 4.3 In Class
 - 4.4 Use in Tutors
 - 4.5 Use at Home
5. Staff use
6. Theft, Damage and Loss
7. Sanctions

1. Policy Statement

The widespread use of mobile phones at school and their potential to affect the wellbeing of our pupils requires that steps be taken to ensure they are used responsibly. St Paul's recognises that the use of mobile phones is an essential part of many of our pupil's social lives and that they can be a valuable educational tool, if used appropriately.

The school also acknowledges that mobile phones can improve the personal security and safety of our pupils, particularly as many have long or complex commutes to school.

The policy is applicable whenever a pupil is on the school campus, as well as on school trips and extra-curricular activities.

Pupils who wish to bring a mobile phone to school are expected to read this policy first.

The Policy Aims to:

- Promote responsible and appropriate usage of mobile phones
- Support staff in promoting the appropriate use of mobile phones

This policy supplements and should be read in conjunction with the following [school policies](#):

- Anti-Bullying Policy
- Behaviour, Rewards and Sanctions Policy
- eSafety Policy
- ICT Acceptable Use Policy
- Safeguarding and Child Protection Policy

2. Lead Members of Staff

Whilst all staff have a responsibility to promote the appropriate use of mobile phones, lead members of staff include:

- Director of ICT
- Deputy Head Pastoral
- Director of Mental Health and Wellbeing

3. Responsibilities

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents or guardians. It is incumbent upon parents to understand the capabilities of the phone and the potential use/mis-use of those capabilities.

Parents/guardians are reminded that in case of an emergency, the school office remains the most appropriate point of contact and can ensure your child is reached quickly and sensitively.

4. Appropriate Usage

4.1 Learning about Appropriate Usage

Pupils will be educated about the links between excessive mobile phone use, screen-time and social media use through the assembly program, PSHE curriculum and ICT curriculum.

4.2 Outside of Class

Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school. This means that mobile phones should be placed on silent for the entirety of the school day and should not be used:

- During assemblies, Chapel and formal school ceremonies, including the time spent in the hall waiting for these events to begin.
- In the dining hall during lunchtime

Pupils may use their mobile phones in the other communal areas of the school such as the Atrium. However, this use should be restricted to those functions that are silent and non-disruptive to other activities. If staff are concerned about pupils who they regularly see using their phones outside of class-time they can make a note in the pupil's file on the Pastoral Welfare Module in iSAMS. Tutors will be expected to follow these notes up with their tutees, particularly if a pattern emerges.

The school will use posters and other forms of communication to 'nudge' pupils towards more appropriate mobile phone use as they move around the school e.g. signage in pinch points such as the stairwells.

Staff may ask pupils to hand over their phone outside of class if they are in breach of this policy. If a pupil refuses to hand over their phone, this should be reported to the pupil's tutor and Undermaster. Staff should avoid forcibly confiscating a pupil's phone.

4.3 In Class Use

St Paul's recognises the important role mobile phones can play in class and in some cases (e.g. the noting of homework tasks) encourages their use. Teachers should feel free to utilize the appropriate functions of mobile phones (audio/video playback and recording, internet access, interactive quizzes, etc...) to aid learning.

Pupils should enter class with their phones already out of sight and placed on silent. Pupils may only retrieve their phones when instructed by a teacher. It is not appropriate for pupils to check their phones for messages, notifications or phone calls during class. Repeated interruptions to class from beeping, ringtones, etc... may lead to disciplinary action.

Pupils may record their homework on their phones if the class teacher grants permission.

Pupils may briefly check their timetables on their phone once the class teacher has signalled the lesson is over.

Pupils should not expect to be able to use headphones in class (including private study periods, cover lessons and detentions) without the permission of the teacher responsible for that lesson.

During lesson time, parents are requested to call the school reception if they need to urgently contact their sons oppose to contacting them directly.

4.4 Use in Tutors

Tutors are ultimately responsible for regulating the use of mobile phones in their tutor groups and it

is recognised that many tutors use phones in ways that cultivate bonding and discussion. However, excessive and especially solitary use of mobile phones is contrary to the goals of 'tutor time'; namely positive, face-to-face interactions between tutees themselves and their tutor.

Tutors should aim to designate at least one extended tutor period a week (normally Tuesday morning or Friday period 6) as 'screen-free' time.

The school will provide tutors with material they can use with their tutees to help educate them about the potential impacts of excessive mobile phone and social media usage on their general wellbeing and mental health.

4.5 Use at Home

Pupils (especially those in the fourth form) may want to use their mobile phones to check their homework using the Firefly Student Planner application, which can also be accessed on any computer.

Pupils should be aware of all of their homework for the evening by the time they arrive home. There should be no need for pupils to use their phones to check emails from teachers past 5pm. Teachers are discouraged from setting homework where mobile phone use is required and a phone will never be needed to complete homework set for the fourth form.

St Paul's recognises that many pupils will want to use their mobile phones in their leisure time at home and to prevent this entirely is likely to be impractical and counter-productive. That being said, we encourage parents to discuss phone use at home with their sons and to create clear rules on their use. The following suggestions provide a balance between the benefits of technology and improvements to wellbeing:

- Screen free meals
- No screens for at least an hour before bedtime
- Phones to be on airplane mode and/or placed in another room while studying or sleeping
- Minimise double screening (not using mobile phones while watching television or working at a computer)
- Considering phone use in relation to physical activity and participation in other hobbies

5. Staff Use

All staff can play an important role in promoting the healthy use of mobile phones by modelling positive behaviour.

6. Theft, Damage and Loss

Pupils should mark their mobile phone clearly with their names. Pupils are also encouraged to record the serial number of their phones and to activate helpful features such as 'find my phone'

To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed.

Mobile phones that are found in the school and whose owner cannot be located should be handed in at reception

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

Pupils should use passwords or PINs to ensure that only they can use their mobile phone to make calls, send messages, post to social media, etc...

7. Sanctions

This guidance should be used in consultation with the Behaviour, Rewards and Sanctions Policy.

If a pupil's mobile phone usage has resulted in a breach of the ICT Acceptable Use Policy, eSafety Policy or Anti-Bullying Policy it should be reported to the relevant Undermaster immediately who will initiate an investigation and decide on the appropriate sanction. Any issues which involve a safeguarding concern should first be discussed with one of the DSL team in line with the Safeguarding and Child Protection Policy.

If a teacher feels a pupil is using their phone inappropriately in their class then the teacher may confiscate the phone for the duration of the lesson. The teacher should ensure the phone is locked, visible at all times (e.g. on their desk) and should return the phone to the pupil at the end of the lesson. Pupils must give their phone to a staff member if requested. A staff member may also make a note of such incidents on the Pupil Welfare Module. Pupils are expected to respond to all requests from staff (teaching and support) in the communal areas of the school to put their phones away.

If a staff member confiscates a phone outside of lesson time, it must be placed in a named envelope for collection at reception at the end of the day. Staff should not keep phones in their classrooms/offices or place them in Undermaster's pigeonholes. Staff may not confiscate phones for a period longer than the rest of that day.

For more serious or repeated infringements of this policy, staff are encouraged to use the school's normal sanctions procedures, including detentions. This creates a record of the offense and allows for the appropriate follow up with tutor and/or Undermaster.

Persistent infringements of this policy might also result in a pupil being asked to hand in their phone at the start of every school day or them being banned from bringing a phone to school entirely. This decision would be made by the relevant Undermaster in consultation with the Deputy Head Pastoral.