



# St Paul's School

FOUNDED 1509

## SPS Mobile Phone Policy

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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: [policyquery@stpaulsschool.org.uk](mailto:policyquery@stpaulsschool.org.uk)

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## 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.

The school 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 co-curricular activities.

Pupils who wish to bring a mobile phone to school are expected to read this policy before doing so.

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 Digital Learning & Innovation
- Deputy Head (Pastoral)
- Designated Safeguarding Lead

## 3. Responsibilities

- It is the responsibility of pupils who bring mobile phones to school to abide by the requirements set out 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. We strongly encourage parents to install appropriate filtering and monitoring software on any device used by their children.
- 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 excessive mobile phone use, screen-time and social media use through the assembly program and PSHE curriculum.

### **4.2 Fourth and Fifth Form (Yondr Pouches) – during the school day**

#### **Locking a mobile phone in a Yondr pouch at the start of Tutors each day**

- Each pupil must bring their Yondr pouch to school with them every morning.
- It is their responsibility to ensure the pouch is in the unlocked position for the start of Tutor time. Unlocking stations will be available by the main reception at the start of the day if required.
- At 08:30am, during morning registration the tutor will ask every pupil to show them completing the following actions:
  - switching their phone off
  - putting it in their Yondr pouch
  - clicking the pouch shut before then departing for assembly or period 1/remaining for tutor time.
- The pupil keeps the pouch and their phone in their possession for the day or in their locker. It remains their property and responsibility, but the phone cannot be accessed.
- At the end of the day, on the way out of school, the pupil touches their phone against an unlocking station which opens the pouch.
- The pouch must be clearly named, and we recommend the pupil store the pouch in the “unlocked” position in their school bag until the following morning.
- If a pupil needs to contact a parent during school hours, they should go to the main school reception and ask to use their phone there.
- If a pupil requires access to their mobile phone for a health need (for instance, to monitor a diabetes app) then a separate unlockable pouch will be arranged through the Medical Centre.

#### **If a pupil comes to school without their Yondr pouch**

- If, at morning registration or before the start of Period 1, a pupil does not have their pouch with them, then they must attend Reception where their name will be recorded and a loan pouch will be issued.
- A pupil may receive one loan pouch in a half-term without sanction (provided the pouch is returned at the end of the school day to Reception).
- The pupil must then return to their tutor to complete the standard morning storage procedure.
- A midweek detention will be issued for a second offence across a term in failing to bring a pouch to school.
- Failure to return a loan pouch at the end of a school day will result in a midweek detention. Further breaches of this nature will receive a Friday detention.

#### **If a Yondr pouch is lost or damaged**

- If a pupil loses a pouch, they will be charged £20 for a permanent replacement. Replacements must be obtained as soon as possible from Undermasters or Reception.
- The pupil will be issued with a midweek detention for a first offence. Persistent breaches of this nature will lead to higher sanctions.

- If a pupil deliberately damages a pouch (e.g. cuts it open) they will be issued with a Friday detention and charged for a replacement. Persistent breaches of this nature will lead to higher sanctions.
- If accidental damage renders a pouch unusable, a new one will be issued free of charge. Such accidental damage must be reported to the Undermaster.

**If a pupil leaves their phone turned on in a Yondr pouch**

- The pupil should go to reception to open the pouch, turn their phone off and re-lock the pouch.
- The pupil will be issued with a midweek detention.

**If a pupil is found with a phone that is not locked in a Yondr pouch**

- The pupil must lock their phone in the pouch.
- The pupil will be issued with a Friday detention.

**If a pupil goes home at the end of the school day without unlocking their pouch?**

- It is usually possible to arrange to come on-site outside normal hours to retrieve a forgotten item; similarly, it should be possible to arrange to come on-site to access an unlocking station by contacting main reception on 020 8748 9162.

**If a pupil needs to leave school early for reasons of sickness, an appointment, etc.**

- There will be a supervised unlocking station available throughout the school day at Reception. The phone will be unlocked at the same time as the child is given their exit pass.

**If a pupil arrives at school after morning registration, but in time to head to their assembly.**

- The pupil will attend their assembly and, when signing in with the late-register staff member, the pupil will lock their phone in their pouch.

**If a pupil arrives at school too late to attend their morning registration OR their morning assembly.**

- The pupil will lock their phone in their pouch when signing in at the Attendance office.
- Should the pupil go straight to their first lesson, the subject teacher will request that the pupil turns their phone off and locks it in the pouch.

**All other rules around mobile phone use detailed below also apply to 4<sup>th</sup> and 5<sup>th</sup> Form pupils.**

**4.3 Sixth Form and Eighth Form - during the school day**

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 visible in any of the following situations:

- in the Dining Hall;
- during Assemblies;
- when moving around the school site during the School Day;
- during public school events;
- during lesson time/in lessons (unless specified in advance by the member of staff in charge);

- during Fire Drills; and
  - during detentions.
- Phone use in the Library - mobile phones can be used in the library (unless pupils are advised otherwise by Library staff) as long as devices are not audible or disturbing to other users.
  - The only situation where pupils may use their mobile phones outside of lesson time is in the communal areas of the school such as the Atrium, U8th Common Room or designated 'breakout spaces' when seated in a chair either before 08.25, during morning break, during lunch break or after 16.15.
  - Eighth Form pupils are permitted to use their phone when seated in 'breakout spaces' during their study periods.
  - Any use should be restricted to those functions that are silent and non-disruptive to other activities.
  - It is acknowledged that there may be exceptional circumstances where a pupil needs access to their mobile phone at other times (e.g. to check a diabetes app). Where a pupil believes this to be the case, this must be agreed in advance with their Undermaster.

#### **4.4. Use of phones on Trips, Sports Fixtures and off-site activities**

- The school's protocol on phones on trips, fixtures and off-site activities will be "Not seen" and "Not used", without the permission of the teacher leading the trip. However, St Paul's recognises the practical benefits of having access to a mobile phone on a trip or away sports fixture, such as for safety reasons, therefore phones will not be locked in Yondr pouches while on trips, and phones should be released from Yondr pouches should a trip depart from school during the school day. In addition, there will be potential educational uses, such as data gathering, or moments of downtime, such as coach travel. The use of mobile phones on school trips and away sports fixtures will, therefore, be for the member of staff leading the trip to determine and advise pupils and parents accordingly.

#### **4.5 In Class Use (Sixth Form and Eighth Form)**

- Ordinarily, a mobile phone would not satisfy the requirements of a device that pupils are able to use in class. As such, pupils should not expect to use or access their phones in lesson time. Teachers are able to invite pupils to use their phones if a specific function (e.g. audio/video recording, accessing interactive quizzes, etc...) will aid learning.
- Headphones (of any kind including wireless, earbuds, over ear, etc...) should not be worn or visible in any lesson or organised school activities without the permission of the staff member in charge.
- Mobile phones should be on silent and out of sight during lessons. 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 and before leaving their seat.
- During lesson time, parents are requested to call the school reception if they need to urgently contact their child.

#### **4.6 Use in Tutors (Sixth Form and Eighth Form)**

- Tutors are ultimately responsible for regulating the use of mobile phones in their tutor groups and it is recognised that tutors could use phones in ways that cultivate bonding and discussion; and it might be the swiftest and least invasive way for pupils to check emails for the day.
- 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. As in a lesson, phones use should be with tutor consent only.
- The Friday Tutor period should be screen-free aside from any tutor-lead activities.

#### **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, pupils who carry mobile phones are advised to keep them well concealed, and to keep them locked in their locker when they are at games or PE.
- 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 and Staff Interventions**

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

- Misuse in class will see teacher challenge and action. A phone going off would generally be a flag; deliberate use of the phone unless for accepted academic reasons with teacher permission would require a sanction (for example, sending a text message in a lesson or reading social media would generally receive a midweek detention; more significant misuse might receive higher sanction in accordance 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 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.

- Pupils should be aware that the school actively monitors and filters any activity on its WiFi network including usage on privately owned mobile devices.
- 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 member of the teaching staff in a lesson if requested. A staff member should make a note of such incidents either by issuing the pupil a low level behaviour flag in iSAMS, or issuing a due sanction for example – a phone going off would generally be a flag; sending a text message in a lesson or reading social media would be a midweek detention).
- 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 colleague notices a pupil who is not adhering to this policy in any way, for example by using their phone while walking around inside the school buildings, this should be recorded as a low level behaviour flag in iSAMS. Tutors are expected to follow up on these flags with the pupil and may choose to inform parents. 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 offence and allows for the appropriate follow up with tutor and/or Undermaster.
- Colleagues should only confiscate a pupil's phone in exceptional circumstances, usually if failing to do so would increase the likelihood of possible serious misconduct or risk a significant safeguarding incident. Colleagues who confiscate a phone must inform the pupil's UM, a (D)DSL or the Deputy Head Pastoral as soon as possible (by using [help@stpaulsschool.org.uk](mailto:help@stpaulsschool.org.uk)) and make a note on that pupil's Pastoral Module explaining why. The phone must be handed to that senior staff member (or held until they arrive). The pupil's Undermaster will arrange for its return usually no later than the end of that same day. The UM will inform parents if a phone has been confiscated.
- 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.