



ST PAUL'S SCHOOL

SPS Mobile Phone Policy

Author/reviewer responsible:	Deputy Head (MH & W)	ISI DOC CODE:	n/a
Reviewed by:	Exec	Date of last review:	06/23
Authorised by resolution of:	Surmaster	Date of authorisation:	06/23
		Date of next review:	06/25

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

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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 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
- Deputy Head Mental Health and Wellbeing
- Designated Safeguarding Lead
- E-Safety Officers

3. Responsibilities

It is the responsibility of pupils 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. 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 the links between excessive mobile phone use, screen-time and social media use through the assembly program, PSHE curriculum and ICT curriculum. The full PSHE schemes of work can be found in the PSHE Policy Appendix.

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 visible:

- During assemblies (year group and house) Chapel and formal school ceremonies such as whole school assemblies, including the time spent in the hall waiting for these events to begin
- In the library
- As pupils move around inside the school buildings at any time
- In the Dining Hall

Headphones (of any kind including wireless, earbuds, over ear, etc...) must not be worn or visible (including being placed around the neck) at any of the times/locations referenced above.

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 Any use should be restricted to those functions that are silent and non-disruptive to other activities.

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.

4.3 In Class Use

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

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..

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. Friday afternoon tutors should be screen-free aside from any tutor-lead activities.

4.5 Use at Home

Pupils may wish to use their mobile phone at home to check their tasks on Google Classroom. This information is just as easily accessed via web-browser on a tablet, laptop or desktop computer.

Pupils should be aware of their homework for that evening by the time they leave school each day. There should be no need for them to have their mobile phone with them while doing homework. Pupils and/or guardians should inform the relevant tutor if homework is being set after the end of the school day .

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 children 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.

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 by issuing the pupil a low level behaviour flag (iSAMS). 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 outside of lesson time 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 and make a note on that pupil's Pastoral Module explaining why. Ordinarily, the phone will be held by the pupil's Undermaster who will arrange for its collection usually no later than the end of that same day. Parents must be informed 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.