



# Cardinal Heenan Catholic High School

## Mobile Phone protocol

Approved by Full Governing Body: December 2017

Signature (Chair of Governors): *A Tremarco*

Next Review Date: **Summer 2018**

### Key people in school

Deputy Headteacher/DSL

Ms J Leech

Network Manager

Mr D Jones

Named Governor (Safeguarding)

Ms Carol Ann Murphy

## **Mobile Phone Protocol (students/staff/visitors)**

This protocol will operate in conjunction with the Child Protection Policy, Online Safety policy, Visitor protocol and Staff Code of Conduct. It will be reviewed and revised regularly in response to the constant technological changes.

Mobile phone use in school is managed to ensure an orderly, safe learning environment for all students. We take our commitment to safeguarding students and to educating students about appropriate use of mobile phones in a work environment very seriously. The support of parents, staff and students regarding appropriate use is very much appreciated.

### **Mobile phones in school: Students**

**Whilst we would rather students didn't bring their mobile phones in to school, we recognise that in this modern, electronic age, they will bring a phone into school. If this is the case they must follow the school protocol:**

1. Use of the mobile phone during lesson time will only be allowed with the agreement of the teacher and for the explicit purpose of supporting learning; this does not include listening to music. Phones may not be used in lessons as calculators.
2. Students should not wear headphones during the school day, during lessons or social times unless specifically told to do so by a member of staff in relation to a learning activity.
3. At all other times the mobile phone will be switched off and out of sight. This applies to all areas of the school site: classrooms, social spaces, corridors and the grounds. Any student found using their phone will have their mobile phone confiscated. All confiscated phones will be handed into the office. They will only be returned to the parent/guardian who will be invited to collect them from school. The person who collects the phone should be on the list of contacts held by the school. If a third party is nominated to collect the phone, that person should have written authority to do so from the parent or guardian.
4. Any student who refuses to hand over a mobile phone when requested will be removed from lessons by a member of the senior leadership team and it will be treated as a disciplinary matter.
5. It is forbidden to record photographic images (still or video) or sound recordings of anyone without their explicit permission. Any student involved in uploading images or video / exchanging images electronically will have their phone confiscated. It will be treated as a disciplinary matter and their parents will be informed. Our Safer School Police Officer will be asked to intervene alongside school staff. If the action is repeated, or is of a particularly serious nature, the matter will be treated as a major disciplinary issue and may lead to further, formal, police involvement. The child's parents will be informed and the governing body may be notified.

6. Where phone use may be illegal e.g. cyberbullying, threats of physical aggression, inappropriate images, the school may confiscate and search the phone before referring the incident to the police and student phones may need to be given to the police for further investigation
7. As young adults, sixth formers are permitted to use mobile phones within the study areas and common room. Under no circumstances should phones be used during lessons.
8. School cannot accept any responsibility for students who bring phones into school do so at their own risk and students/parents are reminded that neither staff nor the school can be held responsible for the loss of a phone. Essentially, it is advised that mobile phones are not brought into school, especially on a PE day.
9. Communication between parents and students should only occur through the school's official communication channels and not via a student's mobile phone. If parents need to contact their son they are expected to call our school reception. Similarly if students wish to contact home they must do it through the school office.
10. Under no circumstances should mobile phones, be taken into any external examination. This includes those that are not on one's person but in a bag or coat. Any student who is found in possession of a mobile phone will be reported to the appropriate examining body. This could result in the student being disqualified from that examination and possibly all other examinations.

**As the school policy is that mobile phones should not be brought into school, please note that consequently the school accepts no responsibility for the loss, theft or damage of any phone, or other electronic device that is brought into school.**

Examples of situations that will lead to confiscation of a phone:

- A phone disrupts a school activity e.g. rings during assembly, used in a lesson without permission. This also applies to similar technology e.g. 'latches' which must not be used in school.
- A student is using a phone without permission during the school day e.g. in a corridor, classroom or in the school grounds.
- A student takes a photo or video of another student.
- there are inappropriate photos on the phone or the phone has been used inappropriately e.g. cyber bullying.
- Phone is used without permission in lessons.

### **Management of Mobile phones in School: Staff**

Staff use of mobile phones must be discrete and should generally take place in a private area unseen (and unheard) by students e.g. staff room, office. Staff mobile phones must not be used in classrooms at **any time** when students are present unless specifically linked to the learning activity. Staff mobile phones should be kept securely e.g. in a locked cupboard/office and must be protected by an appropriate pin-code (or similar). Senior staff will carry mobile phones at all

times in case of emergency situations. Official school mobile phones are available for trips and visits. Staff must not give their personal telephone number to students or parents and all communication must take place through official school email, or telephone contacts. Staff must not lend their mobile phones to students.

For more details on staff use of phones, please see the Staff Code of Conduct.

These rules apply to all staff (paid and voluntary) and to Governors. The school does not accept responsibility for loss or damage to staff phones.

### **Management of Mobile Phones: Visitors**

Visitors to the school should not use their mobile phones on the school site for any reason during the school day in a classroom setting, during break/lunch or around the school site.

Visitors should ask a member of staff for assistance if they need to use a phone.

All staff are expected to be vigilant about the use of mobile phones by visitors and to challenge use of phones by visitors to the school. This includes the use of mobile phones by parents during the school day whilst on school site.

If parents take images (photos or video) of students participating in school events e.g. sports fixtures, concerts, or other performances they should abide by the protocols set out in the Online Safety policy and use of digital images and video guidance.

During school holidays, when students are not in school, visitors (e.g. Contractors) are allowed to use mobile phones.

The school does not accept responsibility for loss or damage to visitor phones.

Please contact a member of our Safeguarding Team if you have any concerns. Details are on our website or available through Reception.