



# Castle Rushen High School

## MOBILE PHONE POLICY

This policy has links to the following CRHS policies and should be read in conjunction with:

- ❖ Safeguarding policy
- ❖ E-safety policy
- ❖ Behaviour policy

Latest policy update:	August 2020			
Next review date:	August 2022			
LT Responsible for review:	Nicola Kennedy			
Policy communicated to staff via:	Email	INSET	Staff Briefing	Other
Date:				



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### **Purpose of Policy**

The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly in school.

The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities both on the school premises and off-site.

### **Rationale**

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by students. Furthermore, the school has a duty of care to ensure that students' personal safety and wellbeing are protected while in our care.

In recent years we have had incidents of poor conduct where mobile phone use has been a feature. This policy aims to address these issues.

### **Staff**

Staff should not use personal devices for photography in school. Only school cameras or devices are to be used and the photos or videos taken are solely for school use. Staff should never contact pupils or parents from their personal mobile phone and providing their mobile phone number to pupils is to be avoided except in exceptional circumstances. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used. Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. Staff should not engage with students via social media.

### **Pupils**

In general, pupils should not bring valuable items to school. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

Parents are reminded that in cases of emergency the school office remains the appropriate point of contact and by communicating in this way, we can ensure your child is reached quickly and assisted in any appropriate way.

### **Students in Years 7-11**

We have a '**Phone Free**' policy for Years 7-11 at Castle Rushen High School. Students in these years must not use a phone at any time during the school day, anywhere on the school premises, including break and lunch times.

Where a parent deems it necessary for reasons of security etc. that his/her child has a mobile phone for the journey to/from school, the pupil must ensure that the phone is turned off (not just on silent) and out of sight during school hours.

If a phone rings or is seen to be used during school hours it will be confiscated immediately and retained in a named envelope at reception until the end of the school day, when it will be returned to the student by a member of staff. The school will ensure that confiscated equipment is stored safely and that it is returned to the correct person.

Repeated issues of a breach of the school's stated 'Phone Free' policy will result in communication with the parents and will lead to the student being dealt with by the school's behaviour policy.



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Castle Rushen High School acknowledges that in a small number of exceptional cases (e.g. where the student has a medical condition monitored by an online application on a personal device) a student may be permitted to use a phone at certain points in the school day. Such cases would be considered and approval, where appropriate, would be granted for special exemption. The school would ensure that such exemption information would be shared with all staff.

### **KS5 students**

As young adults, KS5 students are permitted to have mobile phones and are expected to exercise self-regulation and judicious, responsible and exemplary use of technology, acting as role models to younger students.

Any inappropriate use of a mobile device in or out of lessons will be discussed between the KS5 student and the member of staff. If the member of staff is not satisfied with the outcome of that conversation, or if the student repeatedly abuses the freedom of access to personal devices granted by the school to KS5 students, the issue will be referred on to the Head (or Deputy Head) of Sixth Form who will advise the student and staff (and, if necessary, parents) as to the agreed next steps.

KS5 students are reminded that phones and other personal devices are strictly forbidden in examinations.

### **Parents**

Castle Rushen High School requests that parents ensure any mobile phone or personal device coming in to school is clearly named.

Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures, via the school office.

For safeguarding reasons parents are advised not to use camera phones to take images on the school grounds. Parents should not place images of children taken at school on social media sites without permission from the parents involved.

Parents are advised that Castle Rushen High School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

### **Inappropriate Use of Mobile Phones**

The following are examples of misuse but are not exclusive:-

- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience
- bullying, harassing or intimidating by message, image or email
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
- pupils posting material on social network sites with risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- general disruption to learning caused by pupils accessing phones in lessons
- pupils phoning parents immediately following an incident so that the ability of staff to investigate and deal with an incident is compromised
- publishing photographs of vulnerable pupils, who may be on a child protection plan, where this may put them at additional risk.



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- photographing or filming staff or other pupils without their knowledge or permission.
- photographing or filming in toilets, changing rooms and similar areas
- sending inappropriate messages or posts to social networking or blogging sites
- participating in gaming websites/apps during school time
- refusing to switch a phone off or refusing to hand over the phone at the request of a member of staff for collection at the end of the day, in the case of Year 7-10 students, or for placement in a mobile phone box, in the case of Year 11 students.

**Reviewed by:**

**Date:**

**Next Review Date:** June 2021