



Mobile Phones & Digital Devices

Policy Name	Mobile Phones & Digital Devices
Policy Group	Pastoral Policies
Policy Produced By	P Croft / C Livesey
Date Policy Updated	09/2018
Date SLT Agreed	09/2018
Date of Next Review	09/2020
Linked or Related Policies	
Named Persons in this policy	none



St Bernard's Catholic High School

Note: The term mobile or phone used in this policy denotes mobile phones, I pods, MP3 players, I pads, tablets and any similar portable electronic devices.

To protect our pupils from cyber bullying and minimise disruption to lessons by use of mobile phones, the school has a strict policy. Mobile phones and other electronic devices as outlined above are not permitted to be used or held in any part of the school site during the school day. Pupils are not permitted to wear headphones connected to personal devices whilst in school.

The school recognises the role mobile phones play in assisting parents and pupils with arranging lifts after school and monitoring pupil safety. Parents are therefore able to allow pupils to bring a phone to school under the following conditions:

- The phone is switched off at all times it is in school including all breaks and between lessons.
- The phone is kept out of sight in a bag or pocket at all times including all breaks and between lessons.

The phone is brought into school at the risk of the parent and pupil, the school accepts no responsibility for the security of phones during the school day and has no insurance cover for devices of this type being brought into school by pupils.

Parents and pupils must ensure that files stored on the phone do not contain violent, degrading or offensive images. The transmission of some images/information can be a criminal offence and will be dealt with as such by the school.

Cyber bullying is completely unacceptable, and will be followed up by the school as serious misbehaviour.

Contact between home and pupils:

- Messages for pupils should be communicated by ringing the school office during the school day.
- Pupils needing to contact home during the school day should report to reception for a call home to be made on the school telephone.

Unacceptable use of mobile phones and similar devices during the school day will result in the following sanctions:

- Any pupil found holding or using a mobile phone on the school site before 3:20pm will have the phone confiscated until the end of the school day. The phone will be kept in a safe by the Pastoral Support team. Staff should record the confiscation on the school system and pass the phone on to staff in the pastoral office; using a confiscated mobile phone envelope and complete the details required. Envelopes will be available in the pastoral office if required.
- A pupil refusing to hand over a phone will be failing to follow a reasonable request from a member of staff and will incur a higher sanction until the phone is handed over. If the phone has not been handed over by the end of the day this will lead to a further sanction which could include time in isolation or exclusion.



St Bernard's Catholic High School

- If the phone is confiscated a second time it will be kept until the end of the next school day. Phones confiscated on a Friday will be returned on Monday for a second offence.
- Parents/guardians will be sent a letter reminding them that if the phone is confiscated a third time it will be kept for one week as outlined below.
- If the phone is confiscated a third time, it will be kept for one week. (A phone confiscated on a Monday will be returned on a Friday. A phone confiscated on a Tuesday will be returned the following Monday. A phone confiscated on a Wednesday will be returned the following Tuesday and so on.)
- Safeguarding – If confiscation of a mobile phone leads to safeguarding concerns, the phone may be returned during non-school hours and will be kept in the safe during the school day for the period of the confiscation.
- Headphones being worn by pupils will be confiscated until the next day. Staff are permitted to allow pupils to use headphones connected to computers during lessons for educational purposes.

Accidental Use:

If a phone rings in a lesson, it should be confiscated and will be returned to the pupil at the end of the school day.

If, for example, a phone falls out of a bag or pocket whilst not being used, pupils should be asked to put it securely in their bags or pocket by the member of staff concerned.

No device may be used in school to photograph or video pupils or staff without the authority of the Headteacher. The use of any device to upload images of pupils or staff to the internet is not permitted.

Where a digital device is used for cyberbullying, the full range of sanctions, including exclusion from school, is available as appropriate to the incident concerned.

Advice to pupils on the safe use of mobile devices:

- Don't give out your number or friends' numbers to people you don't know, especially in Instant Messenger or Chat Rooms.
- Keep your security code or PIN number private.
- If you get texts which upset you, do not reply, but keep a record and tell an adult. In serious cases you can report it to the police.
- If you receive a rude or embarrassing image or text about someone do not forward it on to others.
- Distributing sexual images of other young people is harassment and illegal. If you receive something like this, tell an adult immediately.
- Further advice for pupils and parents can be found online at www.thinkuknow.co.uk