

SOUTHFIELD SCHOOL

MOBILE PHONE POLICY

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Date: September 2017

To be reviewed: Biennially

Next review date: September 2019

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1. PURPOSE OF POLICY

The purpose of this policy is to provide staff, parents, volunteers and students with guidelines on what they should do and what procedures are in place regarding the use of mobile telephones, and other electronic communication devices, in school.

Southfield is committed to the philosophy that excellent behaviour is essential to establish an environment in which all students are to achieve their full potential and gain the appropriate qualifications and skills to equip them for their future. We aim to achieve excellent student behaviour by providing support for students and parents and having effective procedures and processes in place for monitoring and intervention which address behaviour issues.

2. AIMS AND GENERAL PRINCIPLES

The provision of good educational opportunities in a safe, secure and happy environment for students is a matter of paramount importance. This can be delivered by:-

- encouraging self-discipline and student awareness of individual responsibilities
- simple, clear school rules
- consistent use of rewards and sanctions

The school take the view that open, unregulated access to communication devices, such as mobile phones, during school hours has a negative impact on learning. Increasing numbers of mobile phones, and other electronic communication or devices e.g. iPads, iPods, MP3 players, now have access to the wider internet and photographic and or videography facilities. As such the use of these devices may facilitate distraction from learning and potentially places the owner or their peers at risk of loss of privacy, bullying and exposure to age inappropriate or explicit content. All schools have a duty of care to safeguard students in their care and as such mobile phones are banned from the school site as defined under the Section 4: Procedures and Policies (page 2).

The term *mobile phone*, used in this policy, refers to mobile telephones and any other electronic communication device such as those enables with call, messaging application or 3G, internet or WIFI access. This policy applies even if such facilities as disabled.

3. PROCEDURES AND PROCESSES

3.1 MOBILE PHONES IN SCHOOL

All students are allowed to bring a phone into school however they must be switched off and in a bag during the school day. Phones may only be used before and after school, outside the school building.

Students may need to use phones during lessons, for educational purposes at the discretion of the supervising member of staff. Phones should be put away as soon as requested or at the end of that member of staff's supervision.

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Students should not be using photographic or video recording facilities at any time on school property unless expressly permitted by staff for an educational purpose.

The school cannot be held responsible for lost or damaged phones whilst on school property.

3.2 SANCTIONS

Mobile phones, or other electronic communication devices, seen during the school day or at any time inside the building will be confiscated, sent to Student Reception and a warning issued on the student's Behaviour for Learning Card.

After confiscation the phone may be collected at the end of the school day however a letter will be issued to parents explaining that the student will then have to check the same phone in and out at Student Reception at the beginning and end of each day for *two weeks* thereafter (Appendix 1). If for some reason a phone is confiscated during these two weeks (i.e. has not been handed in or a replacement phone is used), the student will be placed in an after school detention and the phone will be retained until it is collected by a parent or guardian.

If a parent wishes that the phone is kept at home during this two week period then they must provide the school with written, dated and signed confirmation that the phone is to be kept at home. The same sanctions apply if the phone, or replacement, is confiscated again during this time.

3.3 RELATED POLICIES AND DOCUMENTATION

Behaviour, Rewards and Sanctions Policy
Safeguarding Policy
Anti-Bullying (Safe to Learn) Policy
Home-School Agreement

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APPENDICIES

Appendix 1. Mobile Phone Confiscation Letter

Dear «Parentalsalutation»

**Re: «Forname» «Lastname» - «Form»
Mobile phone**

As you know, students are expected to abide by school mobile phone regulations.

On (date) «Forname» was using her mobile phone inappropriately and it was confiscated and kept in our school office for safekeeping until the end of the day. She will be required to hand it in to the student reception on arrival at school each day for the next two weeks.

This has been entered on her behaviour for learning card and if she is found using her mobile phone inappropriately again during this two week period, she will receive an after school detention and the phone will be retained until it is collect by a parent or guardian.

I am sure that you support our endeavour to raise standards and hope that you will encourage «Forname» to follow the school rules.

Should you decide to keep the phone at home for the two week period, please send a note confirming this for your daughter to show to the staff in the school office or send an e mail to enquiries@southfieldsch.co.uk.

Yours sincerely

«Formtutor»
Form Tutor

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