



# RAINHILL HIGH SCHOOL

## MOBILE PHONE POLICY



LFC ACADEMY  
EDUCATION  
CENTRE  
LFC WOMEN



## **Rationale**

Rainhill High School recognises that mobile phones and digital devices are now an integral part of young peoples' culture and way of life, and can have considerable value, particularly in relation to individual safety. It is recognised that such technology will play an increasing part in future learning practices, but, akin to existing ICT use, this should follow agreed rules and guidelines to prevent disruption and inculcate good learning habits. The school therefore accepts that pupils are permitted to bring mobile phones and digital devices to school, but that is subject to the following guidelines:

## **Guidelines**

Rainhill High School aims to educate students in the responsible use of technology.

**Note:** The term 'phone' in this policy denotes mobile phones, 'smart' phones or tablets.

Mobile phones present a number of issues:

- They are valuable items that can be stolen
- Their use can render pupils subject to potential bullying or inappropriate contacts (e.g. social media and other networking sites)
- They can disrupt the learning environment
- Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images

## **Responsible Use**

Students are required to use phones, etc. responsibly at all times.

1. Students must ensure that files stored on their phones do not contain violent,
2. degrading or offensive images/information can be a criminal offence and will be dealt with as such by the Safer Schools Police Officer.
3. Cyber-bullying is completely unacceptable, and will be followed up by the school as serious misbehaviour.
4. The school is a workplace and phones can interfere with the atmosphere and good order of the workplace, even when in silent mode. Rainhill High School expects that phones will be switched off and kept in bags during and between lessons.
5. Good habits in digital use are outlined in the notes of information attached to this policy.

## **Rules**

- Responsibility for the phone rests with the pupil and the school accepts no financial responsibility for damage, loss or theft.
- Students must NOT use phones during or between lessons. This means that phones must not be used for example, for making calls, checking the time, messaging or used as a calculator. Mobile phones/headphones, etc., must not be visible during or between lessons – equipment must be switched off and stored in the student's bag.
- Headphones must not be worn during or between lessons, for reasons of safety, courtesy and learning.
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- Students must not use phones to broadcast music, or transfer inappropriate material.
- No device should be used in the school to photograph or video students or staff without the authority of the Executive Principal.
- If there is an emergency which requires communication with home, pupils must speak to their Year Student Manager who will deal with the matter. In an emergency, parents/carers should phone reception and a message will be taken to the student. This ensures that the student is given support and privacy in dealing with a potentially difficult or sensitive situation. Students who feel unwell must always contact home via the school office and NOT use their mobile phone. This allows support and supervision and also avoids students leaving the school without a record being made.
- Mobile phones cannot, under any circumstances, be taken into examination rooms. Breach of this rule will lead to disqualification from that examination and potentially all other examinations. (Please see examination guidelines).
- Students must acknowledge that it is a privilege to be permitted to bring mobile phones into school and abuse of this policy may lead to curtailment of this privilege.

#### **PROCEDURES FOR MOBILE PHONE USE**

Please see below the school's policy and procedures on the use of mobile phones. **Students may use their mobile phones at the following times:**

- Before school
- Break Time
- Lunch
- After school

Phones **may not be used or on view at all other times:**

- In registration
- In lessons
- Anywhere on the school site at lesson changeover

**Phones must be turned off and kept out of sight at these times.**

A phone will be confiscated from a student if they are found to be:

- Using their phone
- Holding their phone
- Having it visible in shirt/blazer/trouser pocket

1 <sup>st</sup> Confiscation	<ul style="list-style-type: none"> <li>• Returned at 3.10pm from students services</li> <li>• Year Student Manger will contact home to inform</li> <li>• Letter will be sent home</li> </ul>
2 <sup>nd</sup> Confiscation	<ul style="list-style-type: none"> <li>• Parents/carers asked to come in to collect the phone.</li> <li>• Phone will remain in school property until you can come in</li> <li>• Year Student Manger will contact home to inform</li> <li>• Letter will be sent home</li> </ul>
3 <sup>rd</sup> Confiscation	<ul style="list-style-type: none"> <li>• Phone remains in school property.</li> <li>• Year Student Manager call to arrange a meeting for parents/carers.</li> <li>• Phone will be given back to parents at this meeting</li> </ul>
4 <sup>th</sup> Confiscation	<ul style="list-style-type: none"> <li>• Student will spend 1 day in Reflection (Internal exclusion)</li> <li>• Phone will be handed in and returned at the end of each day for the remainder of the school year.</li> </ul>
5 <sup>th</sup> Confiscation	<ul style="list-style-type: none"> <li>• 1 day fixed term external exclusion</li> </ul>

If a student goes beyond a fourth confiscation and continues to be defiant in respect of the school's mobile phone and behaviour policy, it will then lead to a Fixed Term Exclusion from school. Further defiance of this rule, following a Fixed Term Exclusion, will then be discussed at senior level and could lead to that student's permanent departure from Rainhill High School.

## **ADVICE TO PUPILS ON THE SAFE USE OF MOBILE PHONES**

Using your mobile is convenient and practical, but you need to observe some common sense ground rules to protect yourself from potential abuse or danger.

- Don't give your number of friends' number to people you don't know, especially via social media or other social networking sites.
- Activate a security code on your phone and keep this private.
- If you receive texts which upset you, don't reply but keep a record and tell an adult. In serious cases, report it to the Safer Schools Police Officer.
- If you receive a rude or embarrassing image or text about someone, **DO NOT** forward it to others – inform the Safer Schools Police Officer.
- Distributing sexual images of other young people is harassment and is illegal. If you receive something like this, inform the Safer Schools Police Officer.
- Ask permission before taking a picture of your friends and **THINK** before sending it on. Once it has been sent, you have lost control of it and it could become public before you know it.
- Visit the thinkuknow website at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for more information on staying safe.

## **BENEFITS**

- Students can use phones in cases of emergency outside school hours.
- Students may feel more confident knowing they can make contact with someone if in difficulty.
- Some digital technology can be useful for learning and homework.

## **POTENTIAL DISADVANTAGES**

- Mobile phones are valuable and can be lost or stolen
- Students can be bullied by text messaging or silent phone calls
- Mobile phones can be used to store and communicate inappropriate material
- Unsuitable people are known to use mobile phones and text messages to make inappropriate contact with young people.