

Bedford High School

A specialist Business and Enterprise College
To Care To Learn To Achieve



Mobile Phone Policy

School Address	Manchester Road Leigh WN7 2LU
School Contact Number	01942 909009

Document control

Date reviewed	November 2019
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Current author	Bridget Moss
Governing Committee	Full Governing Body
Electronic copies of this plan are available from	FROG VLN
Hard copies of this plan are available from	HR Facilities & Communications Manager
Public sector equality duty guidance considered	Yes

Changes History

Date	Description	Changes

INTRODUCTION

At Bedford High School we are committed to keeping up to date with technology to support learning but only when used in a way that enhances learning and keeps all members of our community safe.

We will provide opportunities for students and staff to engage with and develop new technologies where relevant.

We encourage and support the respectful use of any technology to enhance learning as long as it follows school protocols and keeps everyone safe.

RATIONALE

Mobile phones are now a feature of modern society and most of our students own one. Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The high value of many phones.
- The integration of cameras into phones leading to potential child protection and data protection issues.
- The potential to use the phone e.g. texting whilst on silent mode.

SCHOOL POLICY - STUDENTS

Bedford High School recognises that parent/guardians may wish their children to have mobile phones for use in cases of emergency. However, mobiles can be used inappropriately and are potentially targets for theft and bullying. The school sees no reason for students to bring other electronic music or games devices to school. The Governing Body has, therefore, adopted the following policy which will be rigorously enforced.

- Mobile phones and other electronic music or games devices should not be used on school premises by students while on site.
- In the case of trips, visits and other off-site activities, their use is not allowed unless specifically permitted by the teacher in charge. Arrangements for what will be acceptable will be clarified by the lead teacher through their correspondence with parent/guardians.
- Any incident involving recording, photographing or videoing will be treated very seriously and will be dealt with promptly. This will usually involve confiscation of the phone/equipment, a period of time in Inclusion for the student or possibly a fixed-term exclusion. It could also result in police involvement.
- If parents need to contact their child urgently they should phone the school office and a message will be relayed as quickly as possible. It is inappropriate to be contacting students when they are in lessons and if it happens, parents are requested to refrain from attempting contact in this way again.
- Students who ignore this policy and use a mobile or other unauthorised device on school premises without permission should expect the mobile phone or electrical equipment to be confiscated by a member of staff. They will be required to give their phone/device to a member of staff and the following action will take place:

First incident: phone given back at the end of the day.

Second incident: phone collected by parent or guardian only

Third incident: phone collected by parent and a mobile phone contract is set up

A mobile phone contract (see appendix) stipulates that the student will leave their phone at home or hand it in daily to their PGO or Pastoral Manager. Failure to do this, and then to subsequently be caught using it, will result in a period of time being spent in Inclusion.

We ask that parents support us in this policy so that students are aware that this is a shared responsibility.

- As mobiles/ electrical equipment are not allowed in school staff should not condone their use in lessons unless directed by the teacher. If a teacher wishes students to use their phones for a learning activity, the terms of use should be clearly displayed in the classroom (by for example cue cards), phones should be flat on the desk for ease of checking, and students should be expected to stow their phones away securely before and after the activity.
- No student should be allowed to use a phone to listen to music on their headphones in any lesson or around school. If photographs need to be taken school cameras will be used.

School accepts no responsibility for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and students to ensure mobile phones are properly insured.

SCHOOL POLICY - EMPLOYEES

The school accepts that employees will bring their mobile phones to work. The Governing Body has, therefore, adopted the following policy:

- It is the responsibility of all staff, to follow the Code of Conduct for Employees in School (Wigan policy), which states that mobile phones and other personal electronic devices must not be used within the classroom environment or when working with learners within formal school time. Mobile phones must be securely held away from the classroom setting.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- It is the responsibility of all staff, to follow the Code of Conduct for Employees in School (Wigan policy), which states that mobile phones and other personal electronic devices must not be used within the classroom environment or when working with learners within formal school time except in emergencies. Mobile phones must be securely held away from the classroom setting.

Appendix: Mobile Phone Contract

Behaviour agreement between (student) and Bedford High School

Subject: Persistent use of a mobile phone within school

Date:

I have had a mobile phone confiscated from me on occasions. I understand that the Bedford High School classes this as persistent defiant behaviour.

I accept that due to this behaviour Bedford High School requires that I do not have a mobile phone in my possession whilst on school premises.

Should I decide to travel to school with a mobile phone then it must be handed in to your Pastoral Manager/Pastoral Guidance Officer for safekeeping and collected at the end of the school day when I leave site.

I understand that should I be found with a mobile phone on a further occasion then I will be required to attend the Inclusion unit with immediate effect. The matter will then be referred to the Headteacher and School Governors, who will consider my future at Bedford High School.

Signed by: _____
(Student)

Supported by: _____
(Parent)

Supported by: _____
(School)