

## Mobile Phones & Devices Policy

### 1. Introduction and Aims

At Borden Grammar School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

### 2. Relevant Guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

### 3. Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

### 4. Use of Mobile Phones by Pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day. However, we appreciate that mobile phones are an important safety measure to allow communication with parents during travel to and from school. Therefore, we have chosen not to ban mobile phones from the school site completely to facilitate this.

At Borden Grammar School, we adhere to a strict **“On Site, Out of Sight, Off”** policy. This means that pupils should have their mobile phones off at all times whilst on school site. Mobile phones must also be out of sight in a bag or pocket when students enter the gates in the morning, until they leave the gates in the afternoon. The only exception to this is when pupils have been expressly given permission by a teacher to use the device as a learning aid.

## 4.1 Use of Smartwatches by Pupils

The DfE’s non-statutory mobile phone guidance includes in the term ‘mobile phones’ all devices with communications and smart technology that the school chooses to include in their policy. Students are permitted to wear smartwatches in school, but any use of these as a communication device is strictly prohibited.

## 4.2 Use of Headphones by Pupils

Headphones are treated in the same manner as mobile phones. We follow a strict **“On Site, Out of Sight, Off”** policy with headphones of any kind.

## 4.3 Exceptions for Sixth Form pupils and Special Circumstances

Sixth Form students are afforded a number of concessions due to their age. Sixth Form students are expected to follow the rules outlined in this policy in any area of the school where KS3 or KS4 students are present to provide a good example. They are permitted to use their mobile phones in any Sixth Form designated area.

Some students have needs that require additional support. In these circumstances, pupils may require the use of music or apps from their mobile phone to facilitate regulation. Students may be permitted to use their mobile phones for this purpose. Any students with this concession will have it clearly outlined on their Pastoral or SEN support plan, with specific areas designated for its use.

## 4.4 Sanctions

All sanctions given will be reasonable and proportionate. Students who do not adhere to our **“On Site, Out of Sight, Off”** policy will have their phone confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006). This includes if a mobile phone is heard whilst on school site.

- Any staff member can confiscate a students’ mobile phone.
- Students’ are expected to comply with any request for mobile phone confiscation; refusal to hand their phone over will result in further consequences.
- Students may be searched for their mobile phone if deemed necessary (see Searching, Screening and Confiscation policy)
- Confiscated mobile phones will be taken to reception, stored in a named envelope, and can be collected at the end of the school day.
- Incidents of confiscation will be logged as a behaviour point.
- Persistent confiscation will result in further sanctions.

## 5. Loss, Theft or Damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately stored when not in use. We advise that students do not bring mobile phones to school to ensure they are not lost or damaged.

# Borden Grammar School

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The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school. This disclaimer is shared with all pupils and staff within the Student Expectations.

When a mobile phone is confiscated, the school becomes responsible for loss, theft or damage. Therefore, all confiscated mobile phones must be taken to reception and stored in a named envelope until they are collected. Lost phones should be returned to the school office. The school will then attempt to contact the owner.