



Mobile Phone Policy

This policy has been reviewed and updated following consultation with students, their Parent(s)/Carer(s) and teachers during the Behaviour Review in 2016.

We recognise that mobile phones are useful to students and their Parent(s)/Carer(s), they enhance teaching and are a vital part of 21st Century learning. However they can also cause a distraction to learning and be a barrier to effective teacher/student communication and therefore boundaries around their use need to be put in place and applied consistently by all members of staff around the school.

Mobile phones/headphones can be brought to school and used up until 8.25am before school. They can be used from 11.00am - 11.17am during break time and 1.20pm - 1.57pm during lunch time. When the buzzer sounds at 11.17am and 1.57pm students should stop using their phones, turn them off, take their headphones out and put everything in their **bags**. If they are seen out after these times they will be confiscated and passed to the School Office.

Phones/headphones should not be seen or used during lessons or lesson changeovers without staff permission. If they are seen out or are being used even if this is to check the time, messages etc.), they will be confiscated and handed in to the School Office of the **subject area** that it has been confiscated in until the end of the day. The School Administrator of the **subject area** will record on SIMS (using P code in the Behaviour Module) and send an email or text (template in SIMS 'in-touch'), to parent(s)/carer(s) to let them know the phone is in a School Office. This will make Parent(s)/Carer(s) aware to contact the student via the School Office instead of by their child's phone should there be an emergency.

Parent(s)/Carer(s) are advised to only contact their child/ren before school, break or lunchtimes (timings of the school day are available on the school website www.torbridge.net). If a parent/carer needs to get a message to their child/ren during the day they should contact the School Office.

Phones can be used in lessons for educational purposes only; carrying out research, online revision quizzes such as Kahoot, Quizlet, online voting and surveys such as Survey Monkey. Students should not wear headphones in lessons. If music is being used as a reward or inspiration it needs to be played through the computer sound system in the room, not through phones/personal devices/headphones. Sixth Formers are permitted to use their phones/personal devices for private study; use should be for educational purpose/research only and sixth formers should not be texting or making phone calls during lesson times.

We recommend that students bring a secondary charging device such as a 'power brick' or similar accessory, occasionally a student may need to charge their phone in school and this is only allowed if permission has been granted by a member of staff.

Phones must not be plugged in to sockets in communal areas, plugs from other equipment such as PCs should not be removed to plug a phone charger in. Students found to be charging phones in communal areas or unplugging devices will have their phone confiscated for the rest of the day and a sanction put in place.

We actively discourage phone calls being made by students to their Parent(s)/Carer(s) or vice versa about incidents that happen in school. Any issues that arise through the school day should be dealt with by the adults in school. Concerns should be reported through the School Office. Students need to complete a Student Incident Account Form (available outside School Offices), they should **not** contact a parent who will not have all the evidence to deal with their child's concern effectively. The D/HOS will investigate the concern and then report back the evidence objectively. This benefits the Parent(s)/Carer(s) as following a system like this prevents them from becoming worried or upset. It also gives 'Small Schools' time to investigate a concern, in a timely fashion and report back to all Parent(s)/Carer(s), in a professional way.

Students must not use their phones to target individuals online (Facebook, Snapchat) and anyone doing so will have a B3/4/5 sanction, (depending on the severity of the incident).

Students who repeatedly ignore the mobile policy or use their phone maliciously will be required to leave their phones in the School Office every day before tutorial and they will either be able to collect them at break and lunch or not until the end of the school day. This is at the D/HOS discretion.

Reasonable adjustments

Where a student has a disability recognised by the Equality Act 2010 that will make the implementation of parts of this policy discriminatory, reasonable adjustments may be made, for example a student with autism who has sensory issues around noise and crowds will be allowed to wear a set of headphones when moving around the school, this will show on a reasonable adjustment card with their photograph on.

Owner:		Ruth Golding
Reviewed	Sept 2018	
Next review due	Sept 2020	