



Mobile Phone and Electronic Device Policy

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Mobile Phone and Electronic Device Policy

Introduction

Cottingham High School and The Consortium Sixth Form College has established this policy for mobile phones and electronic devices that provides members of staff, students and parents/carers with guidelines and instructions for the appropriate use of mobile phones and electronic devices in school.

Rationale

Cottingham High School and The Consortium Sixth Form College is keen to embrace technology that supports and enhances learning. We have invested heavily in the ICT infrastructure and in upgrading equipment. We have an ongoing maintenance programme which sees devices upgraded regularly to ensure ICT is used to help students progress.

As a school we are aware of the concerns regarding the impact that mobile phones/electronic devices can have on student mental health and well-being. Recent research highlights the various risks to young people brought about by the extensive use of mobile devices. We feel as a school we have a duty of care for our students and would therefore like to protect our students from these risks, helping to ensure that they remain focused and engaged with their schoolwork, as well as developing effective relationships with their peers and with school staff. The school therefore will implement its stance of prohibiting the use of mobile phones and all similar communication technology on our school site.

Cottingham High School and The Consortium Sixth Form College accepts that parents and carers may choose to give their children mobile devices to protect them from everyday risks involving personal security and safety. There is also some concern about children travelling alone on public transport or commuting long distances to school. For this reason, the policy does not extend to student travelling to and from school. Therefore, when students are on site their phones are out of sight.

Definition

Mobile and electronic hand-held devices will be referred to as mobile devices, this includes: mobile phones, audio/music devices, headphones, video devices, gaming devices, mobile computers and smart watches.

Responsibility

It is the responsibility of students who bring mobile phones and electronic devices to school to ensure that they are switched off and remain in their bag out of sight whilst they are on the school grounds and to fully abide by the guidelines laid out in this policy.

The decision to provide a mobile phone and electronic device to children should be made by parents and carers and they should be aware if their child intends to take a mobile phone or electronic device to school they do so at their own risk.

Acceptable Use

Before entering the school grounds, students must turn off their mobile phone or electronic device and place them out of sight, in their school bag for the duration of the day. Mobile devices must under no circumstances be kept in any other place other than the school bag. Mobile phones/ electronic devices must not be placed in blazer or trouser pockets. Mobile phone/ electronic devices will not be turned back on until students have **left** the school site either on foot or by school transport.

Students must not use their mobile phone/ electronic device to make calls, send messages, listen to music, check the time, take or send pictures or access the internet at any time during the school day.

In exceptional circumstances only, agreed by the school in advance, mobile devices may be left at school reception at the start of the day by parental request.

For emergency reasons parents and carers are reminded that the first point of contact for your child in an emergency should be school reception, which can ensure that your child is reached quickly and assisted appropriately.

Students who become ill during the day must not use their mobile phone to contact parents or carers; they should use the established procedure via student services in the medical room. If this situation does arise, it will be assessed by a qualified first aider who will contact home if deemed necessary.

Theft, damage or loss

Mobile phones / electronic devices that are found in the school and whose owner cannot be located must be handed into school reception. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or electronic devices.

Sanctions

The following sanctions will be used to support the school's mobile phone/ electronic device policy. All incidents will be recorded via the student planner/centrally.

Where a student has breached the policy

Issue	Action/Sanction
First time: mobile phone/ electronic device visible in school, in the pocket of trousers, waistband or in an outside bag pocket; in a student's hand or in use.	The phone/device will be confiscated, the student will receive a written warning in their planner. The device will be returned at the end of the school day from the main reception.
Second Time: Mobile phone/electronic device visible in school, in the pocket of trousers, waistband or in an outside bag pocket; in a student's hand or in use.	The phone/ device will be confiscated, the student will receive a 2 nd written warning and a 50 minute after school detention. The phone/device will be returned at the end of the school day from the main reception.
Mobile phone/ electronic device being used at the end of the school day on the school site	Phone/device will not be confiscated at this point, but the student will receive a written warning if this is their first time or if this is their 2 nd time a 2 nd written warning and a 50 minute detention.
Repeated offences x3	(Trigger 3 times) Phone/device is confiscated for parents/carers to collect. Parents and carers will be invited into school to discuss a ban of the student carrying a mobile phone/ electronic device for the remainder of the term.

Exemptions

Some diabetic, safety plan and SEND students may have a phone in a set area as part of their care plan.

Sixth Form students can use their devices in the Sixth form area only and not anywhere else on the school site.

Staff Protocol

If you confiscate a mobile/ electronic device this must be taken to main reception at the nearest convenience to be stored safely until the end of the day. If this cannot be taken straight away, please store safely in a locked space until the device can be taken.

If it is during lessons 'on call' should be contacted and informed that they are required to collect a student's phone/electronic device and store in the main reception.

Another student should not be used to transport a phone/electronic device to the main reception.

Staff are expected to keep personal devices out of sight and only to be used when not supervising or in sight of pupils. It is imperative that we are setting an example and upholding this policy.

Appendix of Policy Updates

