



## Mobile Phone and Mobile Device Policy

### 1. Purpose

This policy sets out The Reach Free School's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by pupils while they are at school. For the purposes of this policy, all references to 'mobile phone or device' should be taken to include mobilephones, smartphones, tablets, laptops and smart watches, even those which do not incorporate communications technology.

### 2. Aims

The Reach Free School recognises that mobile technology is an essential part of life and work in the twenty-first century. However, with the use, ownership and transportation of such technology comes significant responsibility. As such The Reach Free School will ensure:

- Mobile technology does not distract from or disrupt learning
- Pupils, parents, guardians, and carers, and staff are all aware of The Reach Free School's rules for the use of mobile phones and devices
- The safe and acceptable use of any mobile phone or device

### 3. To and From School

**3.1** The Reach Free School understands and accepts that many parents, guardians and carers encourage their children to have a mobile phone with them for their journeys to and from school for safety and ease of contact.

**3.2** The Reach Free School advises parents, guardians and carers to ensure that their children are aware of the safety implications of carrying a mobile phone or device and that they are aware of the risks of carrying a mobile phone or device in full view of others.

**3.3** The Reach Free School advises parents, guardians and carers to ensure that their child's mobile phone or device is adequately insured against loss, theft and damage.

**3.4** The Reach Free School advises all parents, guardians and carers to assist their child in registering their mobile phone at [www.immobilise.com](http://www.immobilise.com). This means that if it is lost or stolen, the police can identify the owner, alerts are sent to the second-hand trade and insurance claims are simplified.

**3.5** The Reach Free School accepts no responsibility for any loss, theft or damage to pupils' mobile phones or devices on the way to or from school.

### 4. The School Site<sup>1</sup>

**4.1** Mobile phones and devices belonging to pupils should be switched off and out of sight when pupils enter The Reach Free School.

**4.2** Earphones should not be seen at any time when on the school site.

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<sup>1</sup> For clarification, the school site refers to anywhere beyond the pupil entrance gate and the secure line in Reception, including the playground and playing field. It does not include the car park or entrance to the school.

**4.3** The Reach Free School accepts no responsibility for any loss, theft or damage to pupils' mobile phones or devices on school grounds.

## **5. In Lessons**

**5.1** Mobile phones or devices belonging to pupils must be out of sight and switched off in lessons.

**5.2** Parents, guardians and carers who need to contact their child during the school day must do so via The Reach Free School reception.

**5.3** The Reach Free School accepts no responsibility for any loss, theft or damage to pupils' mobile phones or devices in lessons.

## **6. Responsibilities**

### **6.1 Pupils**

**6.1.1** All pupils are expected to adhere to the rules set out in this policy.

**6.1.2** All pupils are expected to take responsibility for the safe-keeping of their mobile phone or device and should always use their lockers to securely store their mobile phones and devices.

### **6.2 Parents, Guardians and Carers**

**6.2.1** All parents, guardians and carers are expected to support The Reach Free School in the implementation of this policy and ensure their children fully understand the implications of owning, transporting and using mobile phones and technology.

**6.2.2** Parents, guardians and carers should be aware of the applications that their children have on their mobile phones and devices and ensure they are age appropriate, particularly social media applications.

**6.2.3** Parents, guardians and carers receive information annually through the Cyber Know-How event on how to help their children stay safe online.

### **6.3 Staff**

All members of The Reach Free School are expected to adhere to this policy and challenge any mobile phone or device use, which is in breach of rules set out in this policy.

## **7. Confiscation**

**7.1** In the event that a mobile phone is seen by a member of staff on the school site, that member of staff will confiscate it immediately and the pupil will serve a same day 45 minute detention.

**7.2** The member of staff will take it to the relevant member of the Senior Leadership Team, usually the pupil's Head of House for that pupil for safe storage, or store it in a locked, safe area and take it to the member of staff at the earliest opportunity.

**7.3** When a mobile phone is confiscated, the matter will be recorded on the pupil's profile on Arbor so that the consequences are fair and consistent.

**7.4** On the first occasion on which a pupil's phone is confiscated, they will be able to collect it from a senior member of staff at the end of the day.

7.5 On the second or subsequent occasion on which their phone is confiscated, the pupil's parent, guardian or carer will be contacted and asked to collect the phone in person.

7.6 Any pupil who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by a member of the Senior Leadership Team and the refusal will be treated as a disciplinary matter.

## 8. Acceptable Use

8.1 It is forbidden, except in exceptional circumstances, to record photographic images (still or video) or sound recordings of staff or pupils at any time without their explicit permission.

8.2 Any pupil who is reported or seen to have filmed or be filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents, guardians or carers will be informed and an appropriate sanction issued.

8.3 If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary matter. In such circumstances, the child's parents will be informed and the Governing Body may be notified.

8.4 In accordance with The Reach Free School's ICT Acceptable Use Policy and E-Safety Policy, the school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.

8.5 In very serious cases, the police or other agencies may be informed.

## 9. Monitoring and Review

This policy will be monitored by the Governing Body and reviewed every two years. However, it is recognised that this policy may need to be reviewed and revised ad hoc in response to developments in technology.

## 8. Links with Other Policies

Preventing Bullying Policy  
Behaviour Policy  
Online Safety Policy  
ICT Acceptable Use Policy  
Child Protection Policy

**Created:** March 2013

**Revised:** June 2022

**Ratified by the Governing Body:** October 2013

**Date of Last Review:** June 2022

**Date of Next Review:** June 2024

Change History	Date	Change(s) Made	Change Author	EDI <sup>2</sup>
V1.0		Policy created	MES	
V1.1		Minor amendments to wording of the policy	MES	

<sup>2</sup> Any changes or revisions to the policy have considered equality, diversity and inclusion.

V1.2		Procedures relating to the use of headphones changed. Updated the members of staff responsible for confiscated phones.	RBO	
V1.3		Minor amendments to sections 1 and 3.3 of the policy and added sections 6.2.2 and 6.2.3.	RBO	
V2.0	June 2022	Changes to the policy to reflect the ban of mobile phones being used on the school site.	RBO	Yes