



TRINITY CATHOLIC HIGH SCHOOL (Science and Sports College)

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Mobile Phone Policy Letter

20th July 2017

Dear Parents,

From September the school's policy with regard mobile phones has been revised. I attach the full policy which can be read at the end of this letter. I would be grateful if you could read this most carefully. I ask you to note the following however as this will apply once the students return in September.

Students at Trinity are allowed to have mobile phones in their school bag or blazer but these devices **MUST** be switched **off** at all times. Phones must not be used during lessons, at break time, lunch time or when commuting between sites. Additionally, mobile phones must not be visible on the school premises at any time during the school day; these devices must stay in school bags or blazers.

In September when new journals are issued the policy will be in there. Parents and students will be asked to sign a space in the journal confirming that the policy has been understood.

Directors of Site will have logs available in school offices to record breaches of the school's mobile phone policy.

Where students are caught in defiance of the policy the following will take place. The incident will be recorded in the logs in school offices. The mobile phone concerned will be confiscated and returned to the student at the end of the school day. The relevant Year Leader will be informed so a detention can be set.

For a second offence and onwards (the offence cycle to run for one whole academic year) then this will be recorded in the logs in school offices. The mobile phone concerned will be confiscated. The relevant Year Leader will be informed so a Saturday school can be arranged. Parents will be emailed a standard letter informing



them of the incident and the phone is to be kept in the school office until a parent or guardian can pick up the phone. This also applies to students who refuse to hand over their phones to members of staff.

The reasoning behind the changes is quite simple. Senior pastoral staff on both sites have been spending an increasing amount of time dealing with issues relating to the use of mobile phones. Our no visibility policy will reduce the amount of time spent on such issues. There will also be benefits for our students which we have taken into consideration. Recent research from the London School of Economics concluded the following;

London School of Economics report findings

- Banning phones from schools has the effect of giving pupils an extra week's education over the course of the academic year.
- Test scores increased by more than 6% in schools where phones had been banned.
- Low achieving and low income students' scores improved the most (as much as 14%). These students are more likely to be distracted by the presence of mobile phones while high achievers can focus in the classroom regardless of the mobile phone policy.
- The report authors state that despite the benefits of new technology, phones cause distractions, reduce productivity and are detrimental to learning.

I look forward to your full co-operation with regard implementation of this policy. The full policy can be read below.

Yours sincerely,

Dr P.C. Doherty OBE
Headmaster

TRINITY CATHOLIC HIGH SCHOOL: MOBILE PHONE POLICY 2017-2018



Aims of Policy

This policy clearly outlines the use of mobile phones on both the lower and upper school sites for students in **Years 7 to 11**.

Purpose

Trinity Catholic High School has established the following policy for mobile phones in order to provide students, parents, carers, teachers and administrators guidelines and instructions regarding the use of mobile phones.

Students, parents and carers/guardians must read, understand and agree to adhere to the mobile phone policy as a condition upon which permission is given to bring mobile phones onto the school premises.

Unless otherwise instructed, the mobile phone policy also applies to students during school excursions and extra-curricular activities both on the school premises and off –site.

Risks and Issues

While mobile phones and personal communication devices are common place in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are:

- they can make students and staff more vulnerable to cyberbullying
- they can be used to access inappropriate internet material
- they can be a distraction in the classroom
- they are valuable items that could be stolen, damaged, or lost
- they can have integrated cameras, which can lead to child protection, bullying and data protection issues.

Personal Safety and Security

Our school accepts that parents/carers give their children mobile phones in order to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. In devising this policy, these concerns have been taken into consideration as it is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child on their journey to and from school.

Rules

Students at Trinity are allowed to have mobile phones in their school bag or blazer but these devices **MUST** be switched **off** at all times. Phones must not be used during lessons, at break time, lunch time or when commuting between sites. Additionally, mobile phones must not be visible on the school premises at any time during the school day; these devices must stay in school bags or blazers.

During the school day, in cases of emergency, parents/carers should contact the relevant school office so that staff can ensure that their child is contacted as quickly as possible.

Responsibility

- It is the responsibility of the student to abide by the rules outlined in this document.
- It is the responsibility of the parents/guardians/carers to be aware when their child takes a mobile phone to school. It is incumbent upon parents/guardians/carers to understand the capabilities of the phone and the potential use/misuse of those capabilities.
- It is the responsibility of the students to ensure that they keep their mobile phone safe at all times.
- Trinity accepts no responsibility whatsoever for theft, loss or damage relating to phones/devices including those handed in/confiscated.

Acceptable Use and Sanctions

- Mobile phones are to be switched **off** in school **at all times**.
- Mobile phones are not to be used in any capacity (making calls, texts, taking pictures, recording videos, accessing apps/websites) on the school premises or whilst commuting between sites and must be kept in the student's school bag or blazer. The only exceptions are where students have been given permission by a member of staff to use a mobile phone for educational purposes or for a pastoral reason in extenuating circumstances.
- On the first offence when a student is seen to be using a mobile phone, the phone will be confiscated and the student may collect the device at the end of the school day from the school office. The appropriate Year Leader will be informed and the student will be placed in a detention. Any further incidents will result in the phone having to be collected by a parent/guardian/carer. The appropriate Year Leader will be informed and the student will be placed in Saturday school. The incident will then be logged on our behaviour management system.
- Any student who refuses to hand over the phone/device when requested will be removed from the lesson or location by a member of staff and placed in The Cloisters and parents/guardians/carers will be contacted, they will have to pick up the mobile phone. The student will also be placed in a Saturday school.

E-Safety and Social Media

- It is the school's responsibility to educate students in relation to e-safety including the use of social media and to have practices in place that promote the e-safety of students when at school using school equipment. It is the student's responsibility to **never** partake in cyber-bullying; in some cases this can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence, the school will deem this to be unacceptable behaviour and serious consequences for the student may follow.
- It is strictly forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures/videos/screenshots to other students or to upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student or member of staff without their consent. It is a criminal offence to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- It is the parents'/guardians'/carers' responsibility to ensure that appropriate measures are in place outside of school hours and off school premises for the e-safety of their children. The school cannot and will not police the activities of students on electronic devices when in their parents' care. Parents may wish to note that in law, the bill payer is responsible for misuse of mobile phones and other digital technologies. If a problem arises the school website has literature and guidance to direct parents to measures that they can take to keep their children safe.
- The school will exercise its discretion when dealing with matters concerning; student well-being, safe-guarding and situations that could compromise the school's reputation.

Emergencies

- If a student needs to contact their parents/carers, they can request to use the phone in the school offices on both sites.
- If parents/carers need to contact their child urgently, they should contact the relevant school office.