

TRINITY CATHOLIC HIGH SCHOOL: MOBILE PHONE POLICY



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.