



# HAGLEY CATHOLIC HIGH SCHOOL

SEMPER FIDELIS

## Mobile Device Policy

Version	4
Date created/updated	May 2024
Ratified by	Local Governing Body
Date ratified	4 <sup>th</sup> June 2024
Date issued	6 <sup>th</sup> June 2024
Policy review date	May 2026
Post holder responsible	Assistant Principal – Behaviour and Attitudes
LGB Chairperson	Geoff Taylor Smith



**Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

**This Mobile Device Policy has been approved and adopted by Hagley Catholic High School Governing Body on 4<sup>th</sup> June 2024 and will be reviewed in May 2026.**

**Signed by LGB representative for Hagley Catholic High School:**

*G Taylor-Smith*

**Signed by Principal:**

*J Hodgson*



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## Summary of Changes

Page 4 - Point 2: Mobile phones must be stored in bags during the school day

Page 4 - Point 2: 'Not Seen, Not Heard,' changed to **'Not Seen, Not Used and Not Heard'**

Page 4 – Point 9: Head of Year changed to Head of Sixth Form

## Rationale



Mobile devices are now a feature of modern society, and most students own one. Increasing dependency on mobile technology presents a number of issues for schools:

- The high value of many devices and the responsibility that students have to look after them.
- The integration of cameras, video recorders and internet browsing into devices, leading to potential child protection and data protection issues.
- The impact that the use of mobile phones and social media in particular can have on student's ability to focus and concentrate on their studies.

The view of Hagley Catholic High School is that it is not realistic to prohibit mobile devices from being brought into school, nor is it logistically possible for us to collect devices in each morning and return them in the afternoon. It is our policy to allow students to have a mobile device with them in school under the conditions outlined in the policy.

### Procedures

1. Mobile devices must not be used for any purpose (e.g. phoning, texting, internet browsing, social media use, listening to music, taking photos, taking videos) inside the school premises during any part of the school day. For the purpose of this policy, the school day is to be defined as being from the first bell in the morning (8.45am) to the last bell at the end of the day (3.25pm). **Students must have exited school buildings before using their phones at the end of the day.**
2. Mobile devices must always be switched off (not on silent mode) and kept out of view **in their bags.** Mobile devices must be **'Not Seen, Not Used and Not Heard'**.
3. Students should not use their mobile devices to contact parents during the school day. If an urgent call is required (e.g. an emergency), students should report to the main school reception to explain the situation. A decision will then be made as to if the call is necessary.
  - If a student needs to contact their parents/guardian, then they will be allowed to use a school phone, or a member of staff will facilitate the supervised use of their own phone.
  - Students should feel confident in approaching staff under these circumstances.
  - Under no circumstances should students ask parents/carers to come and collect them if they feel unwell. Students must report to the Medical Room for an assessment first.
  - If parents need to contact their son/daughter urgently, then they should phone the school office and a message will be relayed promptly.
4. If any student (Yr7 – Yr11) breaches these rules, then their mobile device will be confiscated and kept at the main school reception for the remainder of the day.
  - If challenged by a member of staff for breaching the mobile device rules, then, when requested to do so, students must hand their device over immediately, without question.
  - There is no accepted excuse such as:
    - I was just checking the time
    - I was just turning it off
    - But my mum/dad called me
  - The member of staff will hand the device into the main school reception.
  - A school administrator will log the policy breach into Arbor.

- Persistent breaches will be monitored through Arbor. Any student with 3 incidents recorded over a half term period, runs the risk of being directed to hand their devices into reception each morning for a week.
  - When collecting at the end of the day, students must not leave lesson-early to collect. They will also not be permitted to use the main school doors, to either go to reception and then to leave afterwards.
5. Headphones are deemed to be an extension of a mobile device and therefore, once again must be kept out of sight. As with device breaches, their headphones will be confiscated and kept at the main school reception for the remainder of the day.
  6. Students who refuse to hand over their mobile devices will be in serious breach of the school behaviour policy and can expect to be sanctioned with a 60 minute after school detention. SLT will be called for, to confiscate the device.
  7. Any student, who is in 'SLT Supervision' or on a zero free time sanction, will have to hand their mobile devices into the member of staff overseeing the sanction.
  8. Under no circumstances should a mobile device (on or off) be taken into an exam room. Student's that do take a mobile device into any exam room are likely to be disqualified from all of their examinations in accordance with examining body regulations. Students are strongly advised to leave their mobile devices at home on the day of an exam.
  9. Mobile devices are permitted for Sixth Form students. However, they must not use them whilst in school corridors or in other public 'whole school' areas (e.g. canteen or canopy). If these directives are breached, then Sixth Formers can expect to be challenged by staff and referred to the Head of Sixth Form.

### Responsibility for Mobile Devices

- The school accepts no responsibility for theft, loss, damage or health effects (potential or actual) relating to mobile devices in the possession of students or confiscated by staff and will not undertake any related investigation. It is the responsibility of parents and students to ensure that mobile devices are properly insured and looked after.
- Students are advised not to leave any mobile device unattended. During PE/Dance lessons, they should be placed in the valuables box for safekeeping.
- **Under no circumstances, will students be allowed to listen to music (even through ear/headphones) whilst they work.**
- The term 'mobile device' in this policy denotes mobiles phones (including head/earphones, iPods, iPads, MP3/4 players, smart watches and any similar portable electronic devices).