



Mobile Phone Policy

Approved by: Board of Trustees

Last reviewed on: September 2024

Reviewed by: Sean Quinn

Next review due by: September 2025

At Rugby High School we are keen to support students with their learning whilst protecting their wellbeing. As a school, we are aware of the advantages and disadvantages of mobile phone use. To create a fully representative mobile phone policy we asked staff, students and parents to give us their views on our current mobile phone policy and the process of going forward.

The educational benefits of mobile phones.

This policy should allow teachers and students to make use of the capacity of mobile technology, including mobile phones, to enhance learning. Smartphones are useful for researching and recording learning giving access to a far wider range of resources than would be provided by a textbook and enabling practical work to be capture and analysed.

We are aware of the need for many students to carry mobile phones for reasons of personal safety and practicality while travelling to and from school. We are also conscious of the possible dangers and problems that can arise from the use of mobile phones in school such as:

- bullying
- possession or transmission of inappropriate/unlawful images
- filming of individuals without their permission
- distractions in the classroom and in social areas
- accessing inappropriate websites on the internet.
- Peer on Peer abuse

Students will be educated on these disadvantages during PSHE, ICT and form time lessons and appropriate use of mobile phones.

We value face to face conversation. We want students to be free to enjoy each other's company, to play games and to pursue a broad range of interests and activities while they are in school. For the reasons mentioned above, the use of phones by students is restricted during the school day.

The purpose of recording work using digital imagery is to record progress and develop skills (including self-evaluation and reflection). Students may take images of other students in the group provided they have the consent of all group members and the image is part of a record of their learning. Photographs and videos may be uploaded to Frog and shared internally within the school but may not be externally published or placed on external sites such as YouTube, Facebook etc. without the consent of all those involved, including the teacher.

Mobile Phone use for the main school.

All students in the main school should not have their phone on their person. Students must have their phones switched off and stored in their locker or in their bag.

Students should not be using their mobile phones during the school day (including social times) unless they have been permitted to use their mobile phone for educational purposes.

If a student is found to have used their mobile phone or have their mobile phone out without permission then the member of staff who has recorded the student with the mobile phone should record the behaviour as a conversation point on SIMS and record it in the description box the reason as 'mobile phone'. The staff member should have a restorative conversation with the student to ensure the student knows why the mobile phone use was not acceptable.

The conversation points will then follow the accumulation of the conversation points in the school's behaviour policy.

If the student continues to use their phone without permission then staff should contact a member of the Senior Leadership Team who will confiscate the phone from the student and take it to reception. The student will then be able to collect their phone at the end of the day.

If the student's behaviour with their phone is not acceptable over several lessons or days in a week, then the student will have to hand in the phone at reception for a whole week.

Mobile Phone use for the Sixth Form.

Sixth form students are permitted to have their phones on their person as long as they are out of sight and not distracting their learning or the teaching and learning of the class.

If a student is found to be using their mobile phone to distract their learning, or the teaching and learning of a class, then the member of staff should record the behaviour as a conversation point on SIMS and record in the description box the reason as 'mobile phone'. The staff member should have a restorative conversation with the student to ensure the student knows why the mobile phone use was not acceptable.

Sixth form students are permitted to use their mobile phones in the common room and Year 12 study room for educational purposes.

Mobile phones are not permitted to be visible in corridors or other social areas such as the canteen during school times.

Protecting students' wellbeing

Students must connect to the school wireless network whilst on school premises. The wireless network will allow the students to connect to the wireless network using their username and password. The internet will be filtered meaning mobile applications and websites classed as unsafe will not be accessible to the students.

They will not be able to access other parts of the school network, such as the department shared area. Students are expected to behave responsibly and to consider their own safety when online. Students who act irresponsibly or without consideration for others online will

not be allowed to use their phones in school and be reported to the Designated Safeguarding Lead. The length of the ban will depend on the gravity of the behaviour.

Education of acceptable mobile phone use will be given to students during form time, assembly, PSHE and ICT lessons.

Cover lesson

Where possible mobiles phones should not be used in a cover lesson. If students need access to IT and electronic documents then the class should use a computer room. If there is an educational requirement for internet use and a computer room is not available students may use their mobile phones for educational purposes if the cover lesson teacher/supervisor has given explicit permission.

Mobile phone responsibility

The school will not take responsibility for mobile phones that are stolen or disappear on school premises. In emergencies, parents and students can contact each other through the school office. It is essential that all emergency information be routed through the school office, so that relevant staff will be aware of any potentially important information.

Please Note

- Students are expected to treat other members of the school community with care and respect at all times. This includes when using digital technology.
- Parents need to be aware that some insurance companies may not cover loss or damage to mobile phones in schools.
- Mobile phones must not be used to contact parents if the student feels unwell. Students should go to Reception, where a member of the office staff will contact parents if necessary.
- Mobile phones are not allowed in examination rooms. Any student found in possession of a mobile phone in an examination room will be disqualified from that examination and may be barred from sitting future examinations.