

Date: August 2023

Review date: August 2024

Responsibility: MW

# Bishop Challoner School



## Mobile Phone Policy



## Bishop Challoner School Use of Mobile Phone Policy

Although we recognise the convenience and value of mobile phones in an emergency, the use of mobile phones in school can create unnecessary and problematic situations.

We therefore require all pupils to be aware of and to follow these guidelines:

- Preparatory School pupils must hand in their phone to the office at the beginning of the day and collect it at the end of the day. It must be signed in and signed out again for security when entering and leaving the school
- Senior pupils (years 7 to 10) must hand in their mobile phones to their form tutor every morning. Failure to do so could result in a sanction being applied, in line with the School's Behaviour Policy
- Senior Pupils, in year 11, can keep their phones, however they should be switched off during the school day
- Sixth Formers may use mobile phones in the common room only
- Staff may use mobile phones in the staffroom or offices
- Parents must not use mobile phones in the reception area
- The charging of mobile phones on school site is not permitted by pupils
- Responsibility for their phone rests entirely with each pupil. The School does not accept responsibility for loss or damage to any pupil's phone
- Mobile phones must not be used on school site at any point during the day unless a member of staff gives instruction to do so in exceptional circumstances
- Exceptional circumstances do not include the desire to discuss with parents or friends a problem encountered at school
- On rare occasions if the curriculum permits and under the direction of the teacher only, pupils might use the mobile phone as part of a lesson
- Clearly, text or WhatsApp messaging between pupils is not allowed at any time during the school working day
- Similarly, mobile phones may not be used to make arrangements to be collected early from school in the event of illness. Only a member of staff should make such arrangements
- The School will confiscate a mobile phone from any pupil who disregards these guidelines for a minimum of 24 hours. A pupil who has their phone removed on a second occasion will lose their phone for up to 48 hours and their parents informed and who will be required to come in to School to collect it during this period
- Other sanctions can and will be applied as discretion demands. A phone confiscated on a Friday, for example, may not be returned until Monday

- The School also reserves the right to confiscate mobile phones and to inspect their contents if it is suspected that they have been used for malicious, offensive or illegal purposes. For example, mobile phones should not be used for social calls, game playing, taking pictures of other people on site, or recording them using mobile phones.  
Any form of offensive text or WhatsApp messaging or 'bullying by phone' (or any form of social media) relating to a pupil or pupils in the school will be treated extremely seriously.
- Pupils are reminded about the Anti-Bullying Policy and the ICT Acceptable Use Policy which identify both safe use of technology and the concerns and serious issues that surround cyber-bullying.

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