



## ST MICHAEL'S CATHOLIC COLLEGE MOBILE PHONE POLICY 2023-25

### **Aim**

This Policy sets out the College's framework governing what is deemed to be the acceptable use of mobile phones. The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones by pupils, smart devices and thereby to protect the College's staff and pupils from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with other policies including the 'Online safety' policy and 'Internet Acceptable Use' policy. It is recognized that these documents must be reviewed and revised regularly in response to the ever-changing ICT environment at the College.

### **The Policy:**

1. The College strongly advises that mobile phones should not be brought into College.
2. The College understands a parent's wish for their child to have a phone for their journey to and from College. However, parents and pupils should understand that this is entirely at their own risk as the College accepts no responsibility for loss, theft or damage of any phone or smart device brought into College.
3. Mobile phones/smart devices/headphones (attached to a mobile phone) that are brought into College should be turned off before entering onto the College site (not on silent) and out of sight. Any pupil using their phone/smart device/headphones in **any** part of the College i.e. classroom/dining area/toilets/playground/staircases etc. will have their mobile phone/smart device confiscated. All confiscated phones/devices will be handed into the office. (The office and staff accept no responsibility for loss, theft or damage of any phone or device brought into College.) They will be either returned to the pupil at the end of the day or to a parent/carer depending upon the nature of the incident.
4. Pupils are only allowed to turn on their mobiles/smart devices if they are not on the College premises but if they use them at this point, it should be done in a discreet/sensible manner. Failure to do so will result in the phone/device being confiscated and parents/carers having to collect.
5. Any pupil who refuses to hand over a mobile phone/device when requested will be removed from lessons by a member of the senior leadership team and it will be treated as a disciplinary matter.
6. It is forbidden to record photographic images (still or video) or sound recordings of staff or pupils without their explicit permission in or outside of College.
7. Any pupil caught filming another person (and/or uploading images or video onto the Internet, Instagram, WhatsApp, SnapChat or any social media platform etc.) will have their phone/device confiscated. It will be treated as a disciplinary matter and their parents/carers will normally be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. The child's parents/carers will be informed and the Governing Body may be

- notified.
8. As part of the College's Internet Acceptable Usage Policy and Online safety Policy, the College reserves the right to confiscate and search where there is a reasonable suspicion that any phone may contain undesirable materials including those that promote pornography, violence or bullying etc. (Please refer to Online safety Policy).
  9. Following the DfE's statutory guidelines, where a member of staff conducting a search finds an electronic device that is prohibited by the College rules or where we reasonably suspect has been, or is likely to be, we may examine any data or files where there is good reason to do so. We may also delete any data or files where there is good reason to do so. We do not need to have parental consent to search through a pupil's mobile phone, smart device or files if we have good reason to believe the College's online safety or College behaviour policies have been contravened.
  10. If an electronic device that is prohibited by the College rules has been seized and the member of staff has grounds to suspect that it contains evidence in relation to an offence they must give this device to the police as soon as is reasonably practicable. Any evidence that is suspected to be relevant to an offence should not be deleted.
  11. If a member of staff does not find any material which the suspect is evidence in relation to an offence, and we decide not to give it to the police, we can decide whether it is appropriate to delete any files or data from the device or to retain the device as evidence of a breach of the College's behaviour policy.
  12. If a pupil is placed in the APB at any time their mobile phone/electronic device will be taken off them and given back at the end of day unless there are grounds not to do so i.e. an on-going investigation or a serious breach of the online safety policy, potential policy matter.
  13. If a pupil has on-going issues with a mobile phone/electronic device this will be taken off the pupil at the beginning of the day by a Leader of Learning or a member of SLT and where appropriate returned at the end of day.
  14. Mobile phones/devices will not be used for personal use during lessons or formal College time unless otherwise stipulated by the classroom teacher.
  15. The use by pupils of cameras as part of a mobile phone (for ICT lesson purposes only) will be kept under review.
  16. As young adults, Sixth Form are permitted to use mobile phones during break and lunch in the study areas and Sixth Form cafeteria. Under no circumstances should calls be made or received during lessons or in the study area and they are not permitted to use their mobile phones/devices/headphones (connected to a mobile phone or other electronic music device) anywhere in the College. If pupils infringe this rule the device will be either returned to the pupil at the end of the day or to a parent/carer depending upon the nature of the incident.
  17. A holding facility is provided for pupils to store their mobile phone during PE lessons. Pupils using this facility do so at their own risk and are reminded that neither staff nor the College can be held responsible for the loss of a phone. It is advised that mobile phones are not brought into College especially on a PE day.
  18. Communications between parents and pupils during the College day should only occur through the College's official communication channels and not via a pupil's mobile phone/device. Parents/carers are expected to contact our reception or office whilst pupils wishing to contact home must go to the office after seeking permission from their Leader of Learning/a member of the senior leadership team or if applicable the Leader of Learning/SLT member will contact home.

19. Under no circumstances should mobile phones be taken into any external examination. This includes those that are turned off within a bag or coat. Any pupil who is found in possession of a mobile phone will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either that examination or all examinations.

**July 2023**

Signed: ..... Date: .....

Chair of the Welfare Committee

**Review June 2025**