



Mobile Phones in School Policy

Responsibility	Students, Parents & Community	
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1. Context

The Richmond upon Thames School (RTS) supports the responsible use of mobile phones. However, these can be used inappropriately and are potential targets for theft and bullying. The school sees no reason for students to bring electronic music or games devices to school.

2. Other policies

When reading this policy, readers should refer to the following policies:

- [Online-Safety](#)
- Behaviour for Learning
- Anti-Bullying
- Safeguarding and Child Protection

3. Technology presents a number of issues for schools

- The high value of many phones
- The integration of cameras into phones which can lead to potential child protection and data protection issues
- The potential use of phones for texting while on silent mode
- Connectivity which could result in the transmission of unsuitable material

4. RTS approach to the use of mobile phones in school

- There are no circumstances when student owned mobile phones should be seen on the school site
- Use of mobile phones are strictly forbidden in lessons
- Mobile phones which are brought into school, must be locked away in the student locker during the school day
- There are no circumstances when a mobile phone should be on a student's person (e.g. in a blazer, kilt, trouser pocket, etc.) during the school day
- Whether in or out of school, mobile phones should not be used to make calls, texts or use the camera/video in an inappropriate manner
- Mobile phones should not be used to cause a nuisance in the local community, e.g. playing of audio, video, conversations on loudspeaker on public transportation

5. Suspicion of material on the mobile

- If a member of staff of the school has any suspicion that a mobile phone; has unsuitable material stored on it, has been used to take photographs on the site or has been used for any form of bullying, that student will be required to hand over the phone/device to a member of staff and parents will be asked to collect it from a senior member of staff.

- In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a Police matter, the phone will be handed over to the Police for further investigation. Parents will need to recover the phone from the Police in such circumstances. The school may be asked to withhold the phone and hand it over to the police for further investigation.

6. Damage and Loss mobiles and other electronic items brought into school

- The school is not responsible for the loss or damage to student owned mobile phones
- Students remain responsible for their own property and will bear the responsibility of any losses should they choose to bring mobiles and other electronic items into school

7. Failure to comply with the Policy

- Students who ignore this policy and use a mobile or other unauthorised device on school premises without permission will be required to give their phone/device to a member of staff and will be asked to collect it subsequently from the Head of Year Office at the end of the school day. Students who repeatedly ignore this policy will need to have their phone collected by a responsible adult.
- Failure to comply with the above will result in a sanction as outlined in the Behaviour for Learning Policy.

8. Visitors' or Volunteers use of mobile phones in school

- Visitors to the school site will be asked to read and acknowledge the schools safeguarding procedures.
- All visitors to the school site will be asked to turn off mobile devices or keep them on silent while on the school site.
- Parents/Carers and visitors will be asked to turn their phones to silent whilst attending student based celebration events so that there is no disruption to the school's program.
- Notwithstanding this, we accept that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events; this is acceptable, however all images taken must be used for their own personal use and not shared via social media therefore safeguarding the privacy of pupils. This will be kept under review by the Trust Board.
- Adults, either in school or accompanying children on school trips, should not use their cameras or mobile phones to take pictures of students.
- Adults, visitors or volunteers in school should only use their mobile phone within the confines of the School Office, Offices, Staff Workroom and personal cameras and mobile phone cameras should not be used to take pictures of students.

9. Changes to this policy

Parents and Students should note that the school reserves the right to change this policy during the course of the academic year.