



# Mobile Phones in School Policy

Responsibility	Students, Parents & Community	
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## **1. Context**

The Richmond upon Thames School (RTS) recognises the importance of responsible use of mobile phones. However, these devices can be used inappropriately and are potential targets for theft and bullying.

## **2. Other policies and procedures**

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

- Online-Safety
- Behaviour for Learning
- Anti-Bullying
- Safeguarding and Child Protection
- Managing Mobile phone breaches procedure
- Use of mobile phones on residential and non residential trips and visits protocol

## **3. Technology presents a number of issues for schools**

- The high value of many phones creates a potential target for theft
- The integration of cameras into phones which can lead to potential child protection and data protection issues
- Connectivity which could result in the transmission of unsuitable material
- Low level disruption within lessons and around the school

## **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
- Mobile phones must be switched off before entering the school site. They must then be locked in the student locker during the school day.
- 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

### **4.1. RTS approach to the use of mobile phones on trips and visits**

#### **4.1.1. Sporting fixtures and day trips/visits**

- Mobile phones are not permitted on the way to or from sports events and other day trips and visits, whether at an off-site venue, on the school's home ground (which is considered school premises), or when students are travelling with staff on public or school-designated transport, such as school minibuses or coaches.

#### **4.1.2. Duke of Edinburgh Expeditions**

- Mobile phones are not permitted on the way to or from the Duke of Edinburgh venue, (whether travelling with staff or with the student walking group), during the Duke of Edinburgh expedition or at the campsite.

- Prior to the expedition, **one** designated student will be given permission to carry their (switched off) mobile phone inside their rucksack. This designated mobile phone will only be used in case of emergency i.e. a student is injured, the walking group do not have an adult and are lost on their route; the walking group find themselves in a situation where they do not feel safe. Students are given the allocated trip mobile number on their route packs to use in case of emergency. The expedition tracking sheet carries the mobile phone numbers of designated students.
- In the instance of the designated student being injured or the group unable to unlock their phone, the tracker which is attached to the designated student's bag has an SOS function that can be launched and will send alerts to the staff who have the tracker app on their devices. The minibus with the first aider will be en route followed by roving staff nearby or on foot.

#### **4.1.3. Trips and Visits to Theme Parks in England**

- Phones are left on the school site locked in student lockers
- No phones to be taken on the trip unless they are needed for an activity
- Students will be advised of where staff will be located at the venue should they need to be contacted during free time when students are unaccompanied by group leaders

#### **4.1.4. Overnight / residentials**

- All phones must be handed to group leaders during the travel to and from the destination
- Staff supervising groups will keep phones of students in their group and distribute them when appropriate to allow students to take photos as necessary. Phones will be collected back in once the activity has finished
- Group leaders may allow students to have their phones for a set period of time in the evening (up to 1 hour) at the accommodation
- Students will hand their phones to their group leader for safe-keeping/charging overnight.
- No phones are to be left in student rooms overnight.
- Students will be informed prior to the trip that they must bring battery pack chargers with them so their phones can be charged during the night.
- Alternatively students may leave their phones charging in their room during the day whilst out, rather than giving them to the group leader

## **5. Suspicion of material on the mobile**

- 5.1. 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.
- 5.2. 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**

- 6.1. The school is not responsible for the loss or damage to student owned mobile phones
- 6.2. 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**

- 7.1. 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 need to have their phone collected by a responsible adult.
- 7.2. 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**

- 8.1. Adults, either in school or accompanying children on school trips, should not use their cameras or mobile phones to take pictures of students.
- 8.2. 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.