Mobile Phone Policy

Hampton Gardens

Policy last reviewed:	June 2025
Next review due:	June 2028
Member of staff responsible:	Miss Jody Lapish
Ratified by:	Hampton Gardens Local Governing Body

HAMPTON GARDENS: MOBILE PHONE POLICY

1. RATIONALE

At Hampton Gardens we recognise that many staff, students and their families own a mobile phone. We also recognise that some parents/carers request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by students. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

2. AIMS

- To inform all members of our school community about the appropriate use of mobile phones at our school.
- To outline the procedures and processes of this policy.

3. GUIDELINES

3.1 Staff

- During teaching time, whilst on duty and during meetings, mobile phones will be switched off or put on "silent" or "discreet" mode.
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, whilst on duty or during meetings.
- Mobile phones should be stored securely and must be kept out of sight during teaching time.
- Mobile phones may be used during staff non-contact time but any calls or text messages sent/received but should not be made in the presence or sight of students, for example in an office or an empty classroom.
- In accordance with the *Acceptable Use Policy* staff should not use personal devices for photography in school. Only school cameras or devices are to be used.
- Staff should not use their mobile phones to contact students and should not give out their personal mobile telephone number to parents or students. If staff have to use a mobile to contact a parent they should ensure their number is not displayed when calling
- The school mobile telephone should be carried to any trips or visits to ensure that school and/or parents can be contacted in the event of an emergency.

3.2 Students

- In general, students should not bring valuable items to school, as they can be easily lost or stolen.
- If students do bring mobile phones to school they are brought to school entirely at the owner's risk.
- Parents are reminded that in cases of emergency the Student Services Reception remains a vital and appropriate point of contact. Administration staff can ensure that your child is reached quickly and assisted in any appropriate way.
- Parents should not contact their child via their mobile device during the hours of the school day 8.25am -3.10pm
- Students are advised that if in *exceptional circumstances* they bring a mobile phone onto the school grounds during the school day, the phone should be kept in their

school bag and switched off. The phone should not be used at any time during the school day, including before and after school when students are on the school site.
- In the event a student is a member of a social media group e.g. WhatsApp group chat, which exhibits behaviour against our school values and school policy students may be sanctioned in line with our joint enterprise approach.

3.3 Parents and visitors, including volunteer helpers

- We request that parents and visitors do not use mobile phones within the school building.
- For safeguarding reasons parents and visitors are advised not to use camera phones to take images on the school grounds unless permitted for special events.
- Parents should not place images of other children taken at school on social media sites without permission from the parents involved.

4. SANCTIONS

In line with our Behaviour Policy, the following sanctions may be applied when students fail to follow these guidelines:

- Confiscation of the mobile phone
- When they return home students should advise parents/carers that their mobile phone has been confiscated. Parents/carers will be required to make an appointment with a member of the year team or senior leadership team to have the phone returned. More serious offences may result in the school holding onto a mobile phone device if advised to do so by police.
- In the event the student needs to contact parents at the end of the day they can speak to student services reception or the administration team at main reception.
- Repeated breach of our mobile phone policy may result in a period of time where the student will be required to hand their mobile phone into main reception or the year office for safe keeping during the day.

5. INAPPROPRIATE USE

Generally, a mobile phone will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- threatens or is likely to threaten the safety or well-being of any person; or
- is in breach of any law.

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Behaviour Policy. Where students are found to have shared or shown inappropriate content the school will work closely with the safer schools officer to educate and safeguard students.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

6. RELATED TECHNOLOGY

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPods, tablet computers, and similar devices. Smart watches are currently allowed however inappropriate use will result in a confiscation.

7. EXEMPTIONS

Exemptions of this policy can only be approved by the Head of School and then only in exceptional circumstances.

APPROVED BY GOVERNORS:

Signature:

Name:

Date: 25 June 2025