



Marple Hall School

Policy Document

Marple Hall School Mobile Phone and Camera Use Policy

Staff responsible for policy: Claire Gregory

Date reviewed: Autumn Term 2023

Date approved by Governors:

Signed by Chair of Committee:

Signed by Headteacher:

Date for next review: Autumn Term 2025

Mobile phones are a distraction to teaching and learning and prevent students from interacting with each other face to face. Messaging friends, checking social media and listening to music has become more commonplace. We believe school should be a safe area where students are free to concentrate on their studies and not be distracted throughout the day by external influences via their mobile phones. We also believe that school should be a place to develop social skills and interactions and that the use of mobile phones hinders this. For this reason, mobile phones must not be seen or heard on the school site until 3.45pm. Students who are in school after this time or who are returning for evening events are permitted to use their phones in a responsible manner.

Every member of staff has a responsibility to be vigilant in looking for phones throughout the day in order to support other staff and ensure that students understand they will all be treated consistently and in this case, uniformly. Phones are not allowed once students are at the green gates in Bradshaw or Isherwood.

Where students have their mobiles on view or they are heard, they will be confiscated and kept in a safe or locked cupboard until a member of SLT calls a parent or carer and arranges a mutually convenient time for collection. This will normally be between 8am and 4pm and when reception is open but some exceptions may occasionally be made at the discretion of school staff, for example if an evening event is taking place and a parent can collect then. Phones which are confiscated on the final day of a week, half term or term will be kept over the weekend or the school holiday and until school reopens if a parent cannot collect by the time school closes on that day.

- If parents/carers need to contact children during the school day urgently, they should not contact them directly but a message will be passed to the relevant child via Bradshaw main reception. Parents who choose to contact their child by mobile phone place their child at risk of having their phone confiscated if they answer the call or message.
- There are very strict rules about mobiles in examinations and students will be reminded of these.
- Any cameras, phones, music players and ear phones of any kind must not be visible or heard in school whilst the student is on site. No photographic equipment of any sort may be used on site without permission. The only exception to this is the Year 11 final assembly and leaving day when Year 11 students only may use their phones to take photos or videos in the final leavers' assembly and the foam celebration.
- A zero tolerance approach re inappropriate use of this equipment has been adopted by governors. These rules will be consistently applied by all staff at the direction of the Headteacher.
- Where a student's mobile phone is seen or heard in school, staff are directed to confiscate the phone at the direction of the Headteacher and take to the designated office in Isherwood or Bradshaw. A member of SLT, usually the Deputy Headteacher will call home and arrange a mutually convenient time for the phone to be collected. These phone calls will

usually be made within 48 hours of the phone being confiscated, but are not guaranteed to be made on the same day as confiscation. Phones will be placed in envelopes with the student's name on it and kept in the safe or a locked cupboard.

- Students who comply with staff instructions to hand over their phones will face no further sanction. Students who refuse to do so will be dealt with under the school's behaviour policy due to their defiance. In such circumstances students may be expected to hand in their phones at the start of each day for an agreed period of time.
- Phones will only be returned to a parent, carer or another nominated adult who comes to collect them at the discretion of the Headteacher.
- Where a phone is heard in class but no student accepts responsibility, all student phones in the class will be confiscated. If no student accepts responsibility by the end of the school day, all phones will be kept in the school safe until collected by an adult. There may be some rare exceptions to this where a phone is returned to a student. In extremely rare circumstances, for example if the student has serious safeguarding issues known to school or if they are a diabetic student who needs their phone to monitor blood sugar levels.
- The school accepts no responsibility for loss or theft.
- Mobile phones are not banned for staff. However, the 'safer working practices' document dictates that staff must not use personal (ie non-school) camera enabled mobile devices in front of students at any time. Unless in emergency all staff should therefore limit use of smart phones and other devices to the staff areas, workrooms, offices, empty classrooms or other spaces where no students are around.

Claire Gregory
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