

Malbank School and Sixth Form College

Mobile Phone Policy

Rationale

Malbank School and Sixth Form College takes its responsibility of keeping all children safe seriously. The Keeping Children Safe in Education (KCSIE) statutory guidance (September 2016) states that schools must ensure that children are safeguarded from potentially harmful content on the internet, including the need to consider mobile phones and devices which can access 3G and 4G.

This policy applies to the main school, students in Years 7 – 11. The Sixth Form College has a separate policy on the use of mobile phones etc.

Strategy

Mobile Phones or any device which has access to the internet must not be used **on site** during the **school day**. Pupils who choose to bring their phones into school for the purposes of travelling to and from school must have their phones switched off and out of sight in their school bag during the school day.

Should a pupil need to contact a parent during the school day, this must be done via the relevant Key Stage Office. Should a parent need to make contact with their child during the school day they should contact the school office directly.

Any pupil found using a mobile phone or device during the school day will:

- Have the item confiscated by a member of staff and it will be placed in a labelled envelope in the school safe in the main school office and it should be collected at the end of the school day.
- Pupils who repeatedly use mobile phones or devices during the school day will have the item confiscated as above and will need a parent / carer to collect it from school. Repeated use of mobile phones will be considered to be defiance and this will be dealt with in line with the Behaviour for Learning Policy.
- Pupils who refuse to hand over a mobile phone or device when requested to do so will be referred to a member of the Senior Leadership team through the red card system outlined in the Behaviour for Learning policy.

Use of mobile phones on school trips:

In the initial trip letter it will specify whether pupils will be allowed to take a mobile phone on that trip. If a mobile phone is not permitted and a student is using their phone or device it will be confiscated for the remainder of the school trip.

Pupils are responsible for their own belongings. Malbank School and Sixth Form College accepts no responsibility for any loss or damage to mobile phones or devices.

Links to other policies

Behaviour for Learning

Safeguarding

Code of Conduct

Acceptable use policy

Signed

Headteacher _____

Chair of Governors _____

Sept 2016