

Queenswood



# Mobile Phone Policy

Issued by	Deputy Head Pastoral
Last review	November 2022
Circulation	Queenswood Website Staff Portal

# ***ACCEPTABLE USE OF TECHNOLOGY***

## ***AIM***

To guide the pupils towards the appropriate and acceptable use of mobile phones

## ***GUIDELINES***

- Where appropriate, the use of technology to support learning is strongly encouraged.
- Pupils should have only one phone in school.
- Mobile phone numbers must be registered on iSAMS.
- Tablets and laptops may be used in lessons, with teacher's permission and under guidance.
- Home Hub devices such as Alexa, Echo Dot and Google Home Hub are not permitted in school. If found, the device will be confiscated and the pupil will be sanctioned by their Head of Year. Parents will be contacted.
- Misuse or inappropriate use of any device will lead to confiscation. Further sanctions may be applied if the aforementioned use causes embarrassment or discomfort to someone else.

## ***ACCEPTABLE USE***

- All devices will be collected in at night in the boarding house for Years 7-10.
- No device may be used in the Dining Room (or any of the lunch areas) at any time by pupils or staff or in the queue for meals.

## ***ACCEPTABLE USE – BY YEAR GROUP***

### ***Year 7 and 8***

#### **8am to 8.20am -**

- Students drop mobile phones into the Stamp Tech cupboard into their correct pocket which is organised alphabetically in Year group. Each pocket is individually labelled with the students' name.
- The wall organisers are checked during AM registration and HoY follows up those students that have an empty pocket.
- A student who has not handed in their phone, and without good reason, will receive a warning the first time, followed by a sanction thereafter. HoY will make a note of the warning and apply the sanction. This will escalate to a detention after 3 offences.
- Students do not need to sign these phones in as the HoY will be able to use the organiser to see the phones that are missing.
- Should a student be late to school, due to transport issues or other circumstance, they should hand their phone to either their tutor, teacher of the first lesson they attend or the General Office. Their phone will be placed in the HoY pigeon hole or the HoY office who will move it to the Stamp Tech cupboard. Phones are not to be kept in lockers or on the student.

**Mobile phones to remain in the Stamp Tech cupboard during the school day. The door will remain locked throughout the day.**

**4.25pm to 4.35pm** - Those who are leaving to go home **ONLY** may collect their phones at this time. Students must only collect their own phone and not those of others, including their friends. Those who are staying for study or an activity, or are a boarder, will not be allowed to collect their phone until 5.50pm.

**5.50pm to 6pm** - Those who have attended study, an activity or are a boarder may collect their phone. Students must only collect their own phone and not those of others, including their friends.

### ***Year 9 and 10***

**8am to 8.20am** -

- Students drop mobile phones in the Head of Year office into the correct pocket, which is organised by house, and in register order. HoY have lists of corresponding numbers/ names on pockets to student names.
- The wall organisers will be checked, at some point in the morning, either first thing during registration or when the HoY has a free period. HoY to follow up those students that have an empty pocket on the organiser. A student that has not handed in their phone, and without good reason, will receive a sanction which will be issued by the HoY. . This will escalate to a detention after three offences.
- Students do not need to sign these phones in, as the HoY will be able to use the organiser to see the phones that are missing.

**Mobile phones are to remain in the HoY office during the school day. Door to HoY office will be locked when a member of staff is not present.**

**4.30pm to 4.45pm** - Students collect mobile phones from the HoY office. Students must only collect their own phone and not those of others, including their friends.

Phones can be collected between 2.00pm and 2.20pm on a Friday to ease disruption to the higher volume of school transport users at 4.30pm.

N.B. A Parent mail will be sent to parents stating that past 4.45pm, mobile phones are left at the owner's risk/ may be locked in the HoY office overnight.

While Tutors may have to be a little flexible with students arriving just after 8.20am to registration, persistent lateness will still be sanctioned. Any student arriving after registration should hand their phone into their lesson teacher or to the HoY office at breaktime. Phones should not be kept in lockers.

### ***Year 11***

#### **Expectations**

- They do not hand in their phone; unless a parent/guardian, requests for their daughter to follow the Year 9/10 policy (see above).
- They should keep phones in their lockable space throughout the school day. Either in their boarding room or individual desk space.
- Their phones should not be visible to any member of staff, at any point during the school day.
- Phones can not be used as an alternative to a device within lessons.

#### **Sanctions**

- If a member of staff sees a Year 11 with a phone during the school day, the phone will be confiscated. The member of staff will hand the phone to the Head of Year. The pupil will collect the phone from the Head of Year office at 4:20pm.
- If a Year 11 has a phone confiscated a second time, they will follow the Year 9/10 policy for a week following the incident.
- If a Year 11 had a phone confiscated a third time, they will follow the Year 9/10 policy for the rest of that term.

## ***Sixth Form***

### **Expectations**

- Sixth Formers are allowed to retain possession of their phone for the duration of the school day, however, they may only use their phones 'freely' when in designated social spaces (such as the Bellman Sixth Form Centre).
- Phone usage in lessons and tutor times should only take place with the permission of the member of staff in charge of the session. If students wish to use their phones, they must first ask permission.
- Students should not use their phones when outside (such as when transiting between buildings)
- Students should not use their phones when in corridors or when waiting outside classrooms.
- Students should not use their phones while eating lunch or while queuing for lunch.

### **Sanctions**

- If a member of staff sees a Sixth former with a phone, outside of designated social spaces, during the school day, the phone will be confiscated. The member of staff will hand the phone to the Head of Year. The pupil will collect the phone from the Head of Year office at 4:20pm.
- If a Sixth former has a phone confiscated a second time, they will follow the Year 9/10 policy for a week following the incident.
- If a Sixth former had a phone confiscated a third time, they will follow the Year 9/10 policy for the rest of that term.

Once the Head of Year has followed the Policy for second offence, or more, they will formally write the parents of the pupil to highlight the offence and the consequences of such.

### ***INAPPROPRIATE USE***

- This is defined by the use of a mobile phone causing disruption and or/discomfort/embarrassment to fellow pupils, staff or member of society.
- It is strictly forbidden to take photographs or videos that will humiliate a pupil/staff member and then send them to other pupils or upload to the Internet.
- It is a criminal offence to use a mobile phone to harass or offend another person.
- Mobile phones should not be used in the Medical Centre unless a member of staff has given permission to do so.