



Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Name:	Mobile Phone Policy
Approved by:	Governors – T,L,B & S Committee
Policy Created:	2020
Date of review	2 years
Update Approved:	
All policies are available to stakeholders either on the school website or upon request from the school office.	

PRINCIPLES

The Mobile Phone Policy is committed to and guided by the principles of:

At Altrincham Grammar School for Girls we recognise that mobile phones, including smart phones, are an important part of everyday life for our student, parents/carers and staff, as well as the wider school community.

POLICY

1.	Our policy aims to: <ul style="list-style-type: none">• Promote, and set an example for, safe and responsible phone use• Set clear guidelines for the use of mobile phones for students, staff and volunteers• Support the school's other policies, especially those related to behaviour
1.1	This policy also aims to address some of the challenges posed by mobile phones in school, such as: <ul style="list-style-type: none">• Data protection issues• Potential for lesson disruption• Risk of theft, loss, or damage• Appropriate use of technology in the classroom• Misuse of social media (bullying, safeguarding risks)

2.	Roles and responsibilities
2.1	Staff All staff are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness to, or are aware of, a breach of this policy. The Vice Principal is responsible for monitoring and reviewing the policy every three years.



3.	<p>Use of mobile phones by students</p> <p>Mobile phones are part of modern society and the majority of students will now own a mobile phone. However, mobile phones can lead to several problems in school, such as disruption to lessons and learning, inappropriate web/social media usage and bullying. As a school, we strongly encourage our students to talk to each other and develop friendship groups at Rec and lunchtime, as opposed to using their mobile phones. This policy outlines the school's guidance on the use of mobile phones.</p>
3.1	<p>Guidance for students</p> <ul style="list-style-type: none">• Mobile phones must remain switched off during lesson time, including form time and assembly.• Mobile phones must not be visible or being used when crossing between sites, either on the zebra crossing on Cavendish Road or at the refuge crossing on St Margaret's Road.• Smart or Apple watches are not allowed in school.• Mobile phones should not be visible or be used between lessons.• Students must not use their phone when eating their lunch in the dining room.• Students are allowed to use their phones before school starts, at Rec and at lunchtime. The bell at the end of Rec and at the end of lunchtime indicate when students should switch their phones off and put them away.• Any student who is seen using their phone during any of the prohibited times, or has their phone visible at any of these times, or if the phone goes off during a lesson, will have their phone confiscated.• The member of staff confiscating the phone should remind the student they can contact home by going to reception if they need to make travel arrangements at the end of the school day.• Confiscated phones must be taken to reception where the confiscation will be logged with the date and time and then phone will be secured in the school safe.• Students will be allowed to collect their phone after a one week's confiscation, which includes the weekend. Following a third confiscation a letter will be sent home to parents/carers and the student will not be allowed to bring their phone into school for the rest of the academic year.• Students must not use their phone to listen to music if they are cycling to school. Students should also be mindful of traffic and dangerous situations if using their phone when walking to and from school.• Students will receive assemblies explaining the mobile phone policy and the policy will be available on the school website for parents/carers to access. A copy will also be included on the school website.



4.	Safeguarding
4.1	Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.
4.2	Such conduct includes, but is not limited to: <ul style="list-style-type: none">• Sexting• Threats of violence or assault• Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation
4.3	Staff are allowed to search students' phones, as set out in the DfE's guidance on searching, screening and confiscation (January 2018). Staff are allowed to search a student's phone if they have reason to believe the phone contains <ul style="list-style-type: none">• Pornographic images• It has been used to commit an offence• It has been used to cause personal injury
4.4	Staff do not require parental consent to search a phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.

5.	Loss, theft or damage
5.1	The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school. Confiscated phones will be stored in the school safe.