

Context and clarification of what constitutes a 'device'

This agreement sets out Hungerhill School's position in determining what is an 'acceptable' and 'unacceptable' use of mobile phones and other smart technology devices by students whilst they are in school.

For the purpose of this agreement the term 'device' means any kind of technology e.g. mobile phone, tablet, smart watch, Fitbit, camera, recording equipment, MP3 player. The school reserves the right to judge whether any other item comes under this agreement.

Purpose

The purpose of this agreement is to prevent the unacceptable use of devices impacting negatively on student learning and preventing staff from concentrating on students' learning experiences.

The safeguarding of students and staff is a priority and this agreement has taken into account the risk factors and the historical behaviours that have compromised the safety of students and staff in school.

The school strongly advises that no such device should be brought into school at all. Students have no legitimate need to use such a device, in particular a mobile phone at all in the school day.

The school accepts that there may be particular circumstances in which a parent/carer wishes their child to have a mobile phone for their journey to and from school.

Where a mobile phone/device is brought into school, it is entirely at the student's and parent/carers own risk. The school accepts no responsibility for the loss, theft or damage of any phone or other device brought into school. If a device is confiscated and subsequently is damaged or lost the school remains to accept no responsibility for such incidents.

Any device or mobile phone, which is brought into school, must be turned off (not placed on silent) and stored out of sight (in a bag, **not pockets**) immediately as the student arrives at the school gate. They must remain turned off, and out of sight, until the student has left the site at the end of the day. This includes smart watches whereby communication between two parties can occur e.g. text messages, phone calls, photos.

Students are not permitted to use a device at social times (time before school starts, break, lunch time and end of school day). Parents/carers should not contact students on their mobile phones during school hours. In the event of an emergency that cannot wait until after the school day messages can be relayed to students via the school office.

If a mobile phone/device is seen or heard by a member of staff, that member of staff will be required to ensure it is confiscated immediately. The phone will be stored in the main reception of the school. The Receptionist will log the confiscation, check the devices condition, record the details, and give a receipt. It will be placed in safe storage. The

student's behaviour record will be updated. Failure to follow the request to hand over the phone will result in further sanctions for 'failing to follow an instruction from staff.'

What happens after this?

On the first occasion a device is confiscated, the device will be available for collection by the student from the school reception between the end of the school day and 4.30 pm. An IN1 will be recorded on the SIMS system and a 30-minute same day after school detention will be issued.

On the second occasion a device is confiscated, the device will be available for collection by the parent/carer from the school reception at the end of that school day up to 4.30 pm. An IN2 will be recorded on the SIMS system and the student will be given a 30-minute same day detention.

On the third occasion a device is confiscated, a meeting will be arranged for parents/carers to meet with a member of the Senior Leadership Team. At this meeting the phone will be returned. The Behaviour Policy will be discussed, and appropriate action taken. Exclusion would not be ruled out. As a third breach of the school Behaviour Policy, the student will be given a 60 minute after school detention.

Subsequent offences will result in a longer SLT detention (SLT detentions are from 1-3 hours long) and a Behaviour Agreement will be required to be completed by the parent/carer during a meeting with the Key Stage Leader/Pastoral Leader. At this stage, until a Key Stage Leader/Pastoral Leader meeting has been held, and a Behaviour Agreement has been signed by the parent/carer, the student is not permitted to bring their mobile phone/electronic device onto school site.

Refusal by any student to hand over a device when requested to do so, will be treated as a disciplinary matter.

It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission. Should a student record a member of staff, Hungerhill School reserves the right to suspend or permanently exclude the student from the school. This will follow an investigation and sanctions are determined by the headteacher.

In accordance with the school's safeguarding protocols, the school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. The school will involve the police as required. The policy is displayed on the school website and will be reviewed annually. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

Where parents/carers need to contact their child during the school day, they should do so only on the school telephone system via reception and not via mobile phones.

Special Exceptions:

Hungerhill School wants to take a sensible approach and will permit the following exceptions, subject to review.

Exception 1:

Medical reliance on a mobile phone. Some students require the use of their mobile phone to monitor their health. In the circumstances a meeting must be held with the first aid team, and a health care plan must be drawn up. This will be done in school with proof of medical need. The pastoral lead will be informed of this. If the device is used for other matters other than the health needs, such as phoning home, taking photos or recording others this will be sanctioned appropriately with parents being informed.

Exception 2:

The use of the device to contact a parent/carer. We recognise that on occasions students may wish to contact parents urgently e.g. if called upon to attend an extra-curricular fixture at short notice. In these circumstances the student **must** ask permission from a member of staff to make a phone call to their parent/carer. The phone call must take place under the supervision of a member of staff and in a private place such as the main reception or an office away from other students. The member of staff reserves the right to refuse. It must not take place in corridors or social spaces as this undermines the Policy. It must not be a text.

Staff are not permitted to allow a phone call to be made for non-emergency reasons e.g. a message that can wait until the student arrives home.

If the exceptions are abused or found not to be working then the school reserves the right to withdraw the 'exceptions' from this agreement at any time.

Should it come to light that parents/carers or other students have been contacted using a device during the school day the school will treat it as a disciplinary matter.

***An example:** A parent contacts school because their child has sent a text or called during school hours explaining that they have been placed in detention. It is totally unacceptable for this to happen. There would be a good reason why a member of staff has not contacted a parent/carer to explain a situation at this point. It is likely that a situation is being investigated or the member of staff is teaching and intends to contact the parent/carer later.*

Related Policies

Behaviour Policy
Safeguarding Policy
Accessibility Policy