



Queen Victoria School

Mobile phone policy

Rationale

Mobile phones are now part of modern society and the majority of pupils will now own a mobile phone. We understand that pupils will carry a mobile phone in order to contact parents/carers before, during and after school; however, mobile phones can lead to a variety of problems in school such as bullying, disruption to lessons and inappropriate web usage.

A general ban of mobile phones at Queen Victoria School would be both near sighted and outdated and we believe that we should be preparing young people to use modern technology in a safe and responsible way.

As a school, we strongly encourage our pupils to engage with one another to help develop strong friendship groups. As a positive consequence pupils will, through experiential learning, develop the 'softer skills' skills to help understand one another views and thoughts.

As a result, the use of mobile phones during school hours is prohibited and pupils found using their mobile phone during the school day will be dealt with in accordance with this policy.

Purpose

1. To clarify the school position on mobile phones.
2. To ensure that staff, pupils and parents are fully familiar with the policy and understand the reasons for the policy.
3. To support our Promoting Positive Behaviour guidelines, which aims for outstanding behaviour and safety of pupils across the school.
4. To ensure that staff/pupil welfare and safeguarding incidents associated with mobile phones are minimised.
5. To promote social interaction
6. Reduce negative impact on learning

Acceptable Use

P7

- Pupils should not be in possession of their mobile phone, during the school day.
- Pupils have access to mobile phones from 1630hrs – 1800hrs and from 1930hrs until when pupils must hand in mobile phones in at night in line with boarding routines.
(Please note that during the first two weeks of the Autumn term, all P7 pupils must hand their phone in at 1830hrs).

S1-S5

- Pupils in S1-S5 must have mobile phones switched off and out of sight during the school day, from 0835hrs- 1630hrs, pupils may use mobile phones when in the boarding house.
- Mobile phones must not be used between classes.
- Pupils may use mobile phones when in the boarding house.
- Pupils must hand mobile phones in at night in line with boarding routines.

S6

We believe that we should be preparing young people to use modern technology in a safe and responsible way. Therefore there is no requirement for S6 pupils to hand in their mobile phones.

- Pupils must have mobile phones switched off and out of sight during lessons.
- Mobile phones must not be used between classes.
- Pupils may use mobile phones in the S6 common room, during the school day.
- Pupils may use mobile phones when in the boarding house.

Prep

P7-S3

- Mobile phones will be handed in during prep.

S4-S6

- Pupils must have mobile phones switched off and out of sight during prep.

Chapel and Dining Room

- Pupils must have mobile phones switched off and out of sight during Chapel.
- Pupils must have mobile phones switched off and out of sight during Chapel and are not to be used in the Dining Hall at any time. This time is designated to eat and socialise.

Weekends

All pupils are allowed mobile phones during the weekend days.

- P7-S3 Pupils must hand mobile phones in at night in line with boarding routines.
- S4-S6 Pupils are not required to hand in their mobile phones on Friday and Saturday evenings.

Exceptions

Exceptions may be permitted only in special circumstances if the parent/carer specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the pupil's HoM in the first instance.

Parents are reminded that in cases of emergency, the School Reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Storing Mobile Phones

All mobile phones will be stored securely within the boarding house.

Unacceptable Uses

It is prohibited for pupils to use their mobile phones to take videos and pictures of acts to denigrate and humiliate any member of the School Community, and/or to send the pictures to other pupils or upload it to a website for public viewing.

This includes using mobile phones to photograph or film any member of the School Community without his/her consent. Using mobile phones to bully and threaten other members of the School Community is unacceptable and will not be tolerated. It can be a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced. Pupils using mobile phones to bully any member of the School Community will face disciplinary action and it may be appropriate for the School to consider involving the police. Mobile phones are not to be used in any situation that may cause embarrassment or discomfort to fellow pupils, staff or visitors to the School. Pupils must not use photo or video capability on mobile phones for any action which could bring the School's name into disrepute.

Sanctions

Pupils who infringe the rules set out in this policy will face having their phones confiscated by staff, in line with the personal use of ICT equipment, as seen below. Mobile phones will be confiscated and securely held in the pupil's boarding house safe.

We recognise the importance for pupils to continue to remain in contact with their parents and it is something that we offer to all pupils during a mobile phone confiscation period. This should be discussed and agreed between the HoM and parents. Pupils also have access to the house office phone, to make private calls to

their family as another means to ensure they remain connected. When taking into consideration the wellbeing of a pupil, further support and intervention can be put in place on a case-by-case scenario.

1st offence (LEVEL 1) : Mobile Phone will be confiscated for one week.

2nd offence (LEVEL 2) : Mobile Phone will be confiscated for two weeks

3rd offence (LEVEL3) : Mobile Phone will be confiscated until end of term

Confiscation records will be reset at the start of each term, however, persistent offenders may result in having restricted access to their phone, in consultation with parents/carers.

Procedures for confiscation

The member of staff who confiscates the phone should take it promptly to the promoted house staff on duty that day and complete a confiscation form on the Tutor house portal “ Confiscation form” and record the ‘event’ on 3SYS.

Links to boarding house specific confiscation form below:

[Cunningham](#)

[Haig](#)

[Trenchard](#)

[Wavell](#)

The promoted house staff will place the phone in the boarding house safe. A parent/carer can collect the phone at any time, in agreement with the HoM and sign for the phone acknowledging receipt.

The HoM will keep a log of phones confiscated by staff and also of subsequent collection by parents/carers.