



# **Mobile Phone and Electronic Device Policy**

Ysgol Gyfun Gymraeg Glantaf

Reviewed: May 2024

Adopted by Governors: May 2024

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## Rationale

Mobile devices are now a feature of modern society and most pupils own one. Increasing sophistication of mobile device technology presents a number of issues for schools:

- The high value of many devices
- The integration of cameras into devices leading to potential child protection and data protection incidents.
- Wellbeing and mental health, time away from screens
- The potential to use the device at inappropriate times and impairing learning

It is not realistic to prohibit devices from school, nor is it logistically possible for schools to collect devices in each morning and return them in the afternoon. It is our policy to allow pupils to have a mobile device with them in school under the conditions outlined in the policy below.

Contemporary research shows that prolonged use of mobile phones can be harmful and limits the development of communication and social skills and can lead to feelings of isolation.

## Policy

1. Devices must not be used for any purpose during the school day (e.g. phoning, texting, surfing the internet, taking photos, taking videos, using or posting to social media), including on arrival at school, break time and lunchtime.
2. Devices must always be switched off (not on silent mode) and kept out of view in the pupil's bag.
3. If a pupil ignores these rules then they will need to give their device to staff. It will be returned at the end of the school day.
4. If pupils dispute this, the matter will be dealt with as a refusal of staff authority and not following school rules, sanctions will be given. (After School Detention)
5. If pupils persistently use mobile devices in breach of this policy, parents will be asked to attend a meeting and the pupil will face further sanctions. (We will be monitoring on a weekly basis and looking at long-term patterns)
6. Years 12 and 13 – Pupils in these years will be allowed to use mobile devices in the Main Hall and Sixth Form room, discreetly, but not on corridors, bistro or during lessons, without the permission of staff.

**Note** - All points in the policy apply to Mobile Phones, iPods, MP3, MP4 players, airpods and any similar electronic equipment.

**Staff Absence / Cover** – We ask staff to ensure that work that has been left in absence does not require access to a mobile device.

**Emergencies** - If a pupil needs to contact his/her parents/guardians they will be allowed to use the office phone or if permission is granted by staff they may use their personal mobile device.

If parents need to contact children urgently they should contact the school office and a message will be relayed promptly.

Parents / guardians should therefore not send text messages / call their child at school, during school hours.

**The school accepts no responsibility whatsoever for mobile devices.**

## Exceptions

We are reminded where there are exceptions whereby pupils should be able to use their mobile phones. It is necessary for pupils with diabetes to check their blood levels using their mobile device / exceptional family circumstances / presenting their PIN code in the canteen / or under the direct supervision and permission of their teacher.

## Course of Action

The use of mobile devices by pupils in school is causing an increasing number of problems and as such we will adopt a no-phone environment within the school community. See *Summary Guideline* in Appendix 1. In the interests of education and safety, we must **prohibit the use** of mobile devices in school. This includes in lessons, on corridors and generally on the school site. This policy is not unique to Ysgol Gyfun Gymraeg Glantaf and the necessity to ensure discipline and safety, as well as promoting the health and wellbeing of pupils leads us to strengthen these actions.

All pupils will receive the same message to ensure consistency from years 7-13.

The policy is consistently reinforced through class teachers, subject teachers as well as weekly assemblies run by the Progress and Wellbeing Lead.

### Step 1

If a pupil is using a mobile device in a lesson, on the corridor, or on the school site, the pupil will need to hand in / give the device to the member of staff. The device will be taken to the main office in an envelope with the child's name clearly written on the front. This will be communicated to parents through the *Classcharts* platform. The device will be locked in the office until the end of the day when the pupil may collect it.

It is the **pupil's responsibility** to collect the device.

The office will keep a detailed account of the name of the pupil, the date, time and the staff member who accepted the device.

## Step 2

If the pupil continues to use a mobile device., and refuses to follow the member of staff's instruction to hand in the device. This will be reported to parents using Classcharts and the pupil will face sanctions following the school behaviour policy. If this is repeated, an after-School detention will be arranged for the pupil.

## Step 3

If a pupil continues to use a mobile device in the future, for a third time in a week or continuous pattern. A parent/guardian will be invited to attend a meeting in school and disciplinary action will be taken according to the school's general behaviour policy.

**No** excuse is received from the pupils having explained the implementation of the policy.

Policy to be reviewed on a regular basis, but also to look at patterns over a period of time and respond to these patterns.

**APPENDIX 1:**

**Summer Term 2024**

**no-phones policy summary guide**

A concise summary for staff for no phones / headphones policy

If a member of staff sees a pupil using a mobile phone / headphones you should: **ask for the phone**

**Situation 1:** Pupil responds positively & transfers phone

Request the phone	Pupil hands over phone to teacher	Teacher records on Classcharts <i>Telephone use (-1)</i>	Transfer phone in envelope to reception with pupil's name & year	Pupil picks up phone at the end of the day
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**Situation 2:** Pupil responds positively but refuses to give the phone to the teacher

Ask for the phone – explain that there is a choice – request that phone is placed away and continue the lesson. <i>Avoid escalation ... (!)</i>	Pupil refuses to hand over phone to teacher, <b>but puts phone away</b>	Teacher records on Classcharts <i>Telephone use and refusal to hand in (-2)</i>	Relay information to the relevant Pastoral Lead	Pupil receives suspension after school
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**Situation 3:** Pupil refuses to give the phone to the teacher and continues to use the phone

Request the phone	A pupil refuses to hand over a phone to the teacher <b>and remains on the phone.</b>	Teacher calls Cymorth <i>Cymorth Call (-3)</i>	Relay information to the relevant Pastoral Lead	Pupil receives an after school suspension (x2)
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**Situation 4:** Pupil reaches situation 3 for the second time: Internal suspension (1/2 day)

**Situation 5:** Pupil reaches situation 3 for the third time: External exclusion 1 day

**Exceptions:**

Remember there are situations where phones are necessary for some children (diabetes) to test their blood / exceptional family circumstances / show PIN code in Canteen / firm control of use by teacher (with permission)

**Sixth Form:**

Allowed to use telephone in the Hall/Sixth Form Study Room but not on a corridor or in the Bistro area