

## **MOBILE PHONE POLICY**

**(including all electronic devices with photograph/video capability)**

Following the Vanessa George case (2009) St Richard's has reviewed its policy with regard to the carrying and use of mobile phones/electronic devices whilst on school premises, on school business or on school trips.

### **POLICY FOR STAFF**

- Residential members of staff may not carry their mobile phones with them whilst on school premises during contact time with pupils and other members of staff. Mobile phones/electronic devices must be kept in residential members of staff's accommodation and the responsibility for their safe keeping lies with the member of staff with no liability attached to St Richard's School.

The only exception to this is the School Nurse or duty Matron who must be able to be contacted in the event of a medical emergency/incident wherever they may be on the school premises. All other terms with regard to the Mobile Phone Policy still apply.

- No member of staff may use their mobile phone/electronic device to take, store and/or transmit photographs/videos of either children or any member of staff at any time unless with the prior written consent of the Headmaster, the parents of the pupils concerned and/or the member of staff concerned.
- No member of staff is permitted to retain/store photographs of children and/or members of staff on their mobile phone/electronic device under any circumstances.
- No member of staff is permitted to take, store and/or transmit photographs/material of an offensive, pornographic, violent, criminal or discriminatory nature on their mobile phone/electronic device; the transmission of some such material is a criminal offence. Any member of staff found to have such photographs/videos/material on their mobile phone/electronic device is liable to confiscation of the mobile phone/electronic device and immediate suspension pending investigation and the matter may be referred to the relevant authorities with the mobile phone/electronic device being handed to the police if appropriate. Any investigation providing conclusive evidence of a breach of the Mobile Phone Policy may result in the termination of employment.
- Non-residential members of staff are not permitted to use their mobile phones/electronic devices during contact time with children and only in the presence of other members of staff with the permission of said members of staff. The only variance to this clause is where a member of staff is required to carry their personal mobile phone for use on school business or a school trip, which is not on school premises. In this case, a mobile phone may only be used in case of emergency and not for the taking, storing and/or transmission of photographs/videos.
- In case of emergency and whilst on school premises all members of staff can be contacted via the school office telephone network and may use the same if necessary.

- Residential staff experiencing problems with network access may use their mobile phones on the school premises to make and receive calls but not during contact time with children and other members of staff (as above) and not within sight of children and/or other members of staff.
- Whilst the Governors give permission for mobile phones/electronic devices to be brought to St Richard's as set out above, responsibility for the mobile phone/electronic device rests with the member of staff and the school will take no financial responsibility for loss. The school bears no responsibility for confiscated items.

## **POLICY FOR PUPILS**

1. Boarding pupils in Year 8 (Form 6) and all overseas pupils may bring a mobile phone/electronic devices to school with them. All mobile phones/electronic devices must be handed in to the matrons for safe keeping. All parents will be asked to sign a form indicating their agreement to and acceptance of the terms of the mobile phone policy.
2. Boarding pupils in Year 8 are permitted to use their mobile phones/electronic device at the following times:

8.00pm – 8.50pm	Monday – Friday
2.00pm – 9.30pm	Saturday
10.00am – 9.30pm	Sunday

3. Overseas pupils in Years 3 – 7 (forms 1 – 5) are permitted to use their mobile phones/electronic devices at the following times:

2.00pm – 9.00pm	Saturday
10.00am – 9.00pm	Sunday

4. Boarding pupils may be permitted to take their mobile phones/electronic devices on weekend school trips at the discretion of the Headmaster/Duty Master and subject to the terms set out in the Mobile Phone Policy. Any inappropriate use of mobile phones/electronic devices whilst on a school trip will result in the immediate confiscation of the mobile phone/electronic device, which may be returned to the parent/guardian or subject to other sanction as deemed fit by the Headmaster.
5. Pupils are not permitted to take, store and/or transmit photographs/videos of members of staff under any circumstances. Any incident where a pupil is found to have such material on their mobile phone/electronic device will result in immediate confiscation of the mobile phone/electronic device, which will be returned to their parent/guardian or the police depending on the nature of the material.
6. Pupils are not permitted to take, store and/or transmit photographs/videos of other pupils which may be deemed offensive, pornographic, abusive, violent, criminal and/or discriminatory. Pupils found to be responsible for this will have their mobile phone/electronic device confiscated; it will be returned to their parent/guardian, or passed to the police if appropriate. In the event of a mobile phone/electronic device being

returned to the parents/guardian, the pupil will not be permitted to have a mobile phone/electronic device at school for a period to be determined by the Headmaster.

7. Pupils must ensure that files stored on their mobile phones/electronic device do not contain violent, degrading or pornographic images. The transmission of some information is a criminal offence. Pupils found to be responsible for this will have their mobile phone/electronic device confiscated; it will be returned to their parent/guardian, or passed to the police if appropriate. In the event of a mobile phone/electronic device being returned to the parents/guardian, the pupil will not be permitted to have a mobile phone/electronic device at school for a period to be determined by the Headmaster.
8. St Richard's has a strong policy with regard to cyber-bullying and pupils found to be responsible for and/or participating in this will have their mobile phone/electronic device confiscated; it will be returned to their parent/guardian, or passed to the police. (Please see cyber-bullying policy). In the event of a mobile phone/electronic device being returned to the parents/guardian, the pupil will not be permitted to have a mobile phone/electronic device at school for a period to be determined by the Headmaster.
9. Pupils are expected to acknowledge that it is a privilege to be permitted to bring mobile phones/electronic devices to school and any abuse of this policy may lead to a curtailment/removal of this privilege.
10. No non-boarding pupil/flexi-boarding pupil (with the exception of a flexi-boarding pupil in Year 8) is permitted to bring a mobile phone/electronic device to school. The school provides a dedicated telephone line for pupil use in the event of an emergency. Parents can contact pupils via the school telephone network if necessary.
11. Whilst the Governors give permission for mobile phones/electronic devices to be brought to St Richard's as set out above, responsibility for the mobile phone/electronic device rests with the pupil and the school will bear no financial responsibility for loss, damage or theft. The school bears no responsibility for confiscated items.