



Carshalton High School for Girls

Mobile Device Policy

Mobile Device Policy

This policy applies to students in school, on school trips, residential activities and extra-curricular activities, unless agreed by CHSG staff in advance that a mobile phone can be used for a specific activity or task.

Whilst we understand that mobile technology is an important part of everyday life and can have considerable value, particularly in relation to individual safety, there must be a balance with regards to their impact on students' learning and progress.

The mobile device policy states that:

Year 7-11

- Students in Years 7-11 are not permitted to use their phones at **anytime**, including break, lunchtime and before and after school whilst on the school site
- Students who wish to bring their phones (this also includes other mobile technology such as tablets and iPads) to school must have them **turned off and stored safely before entering the school gates**. They are to **remain turned off and stored safely the entire time they are on the school site**.

Sanctions

- Any student in Years 7-11 seen with a phone (including earphones) during the school day will **automatically be placed in our Exclusion Unit (EU)** the following day and contact will be made with parents. Internal exclusions finish at 3.45pm.
- Further sanctions will be applied for any student who persists in not following the policy which may include fixed term exclusions and parental meetings.
- Any student who allows someone else to handle or use her phone and who is then caught will be placed within the EU.

Contact between students (Yr 7-11) and parents.

- It is not acceptable for a parent to contact students on a mobile during the day and the rules in this policy will still apply if this happens. Should parents need to contact students **in the event of an emergency**, they should call the main office who will then make sure that any message is passed on to the student.
- The use of phones to bypass school procedures will result in exclusion in the EU in line with school policy regardless of circumstance. Students must not use phones to contact parents about issues or problems at School. These concerns must be reported to staff in the first instance. The use of phones in these circumstances is unacceptable and will result in exclusion in the EU.

Year 12-13

- Students in Years 12 and 13 are permitted to use mobile phones in the Sixth Form Common Room only. Students who abuse this privilege will be sanctioned in the same manner as students in Years 7-11.

Safe and appropriate use of Mobile Phones

- It is forbidden for students to use technology to take videos and pictures of other students whilst wearing School uniform or upload it to a website for public viewing.

- It is forbidden for students to use technology 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 students or upload it to a website for public viewing. This includes using technology to photograph or film any member of the school community regardless if they are wearing School uniform or not.
- Students, who use technology to intimidate, bully and cause distress (this also includes malicious communications via social media) to other students and/or staff will be reported to our Safer Schools police officer. Communication of this nature to staff will be sanctioned in accordance to the school's behaviour policy. The school may not take action regards malicious communication between students and may advise parents to report such incidents to the police.
- Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against insulting, threatening or unpleasant voice, text and picture messages.
- It is strongly advised that students use security features like password/pin number to ensure that unauthorised phone calls cannot be made on their phones (eg by other students or if stolen). Students must keep their password/pin number confidential.
- Mobile devices must not be taken into any exam situation. Any student found to be in possession of a mobile device during an exam could be prevented from completing the exam(s) as a result.
- Mobile phones found in school should be handed to the Headteacher's PA in A29.
- The school does not accept responsibility for loss, theft or damage of students' phones or other electronic devices whilst they are on the school site, or when students are engaged in organised school activities that may be occurring away from the school site.

We continue to ask you to ensure that you explain this policy to your daughter and especially the issues around the disruption to your daughter's learning if a phone is attempted to be used whilst on the school site and the serious consequences that will result from this.

We also advise parents to speak to their daughters about the dangers as well as the safety aspects of carrying a mobile to and from school and to follow the school's safeguarding advice regarding travelling safely to and from school.