



Mobile Phone Policy

Issued by	Deputy Head Pastoral
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ACCEPTABLE USE OF TECHNOLOGY

AIM

To guide the pupils towards the appropriate and acceptable use of mobile phones. The school uses a [Yondr pouch system](#) to educate students and to support the education of appropriate use.

GUIDELINES

- Education is key, as highlighted in the Online Safety Policy and the school will do all they can to inform all stakeholders.
- Pupils should have only one phone in school.
- Mobile phone numbers must be registered on iSAMS.
- Tablets and laptops may be used in lessons, with teacher's permission and under guidance.
- Home Hub devices such as Alexa, Echo Dot and Google Home Hub are not permitted in school. If found, the device will be confiscated and the pupil will be sanctioned by their Head of Year. Parents will be contacted.
- Misuse or inappropriate use of any device will lead to confiscation. Further sanctions may be applied if the aforementioned use causes embarrassment or discomfort to someone else.
- Mobile phones are not to be used during the school day for Year 7 – Year 11.

Roles and Responsibilities

- Every member of Queenswood have a role to play in the safety of pupils, through example and ensuring the appropriate support and guidance as per the Online Safety Policy.
- The school does not encourage mobile phones in school hours however, understands that students will have their device before and after school.
- The school will remind parents and pupils of the age appropriate the guidance of apps and encourage parents to set up the correct filter and monitoring system.

ACCEPTABLE USE – BY YEAR GROUP

Year 7 to 10

AM TUTOR SESSION

- Students should turn their phones off and place them into the Yondr pouch. They should lock their pouch in front of their tutor and then put the pouch in their school bag.
- A student who has not placed their mobile phones in their Yondr pouch, and without good reason, will receive a warning the first time, followed by a sanction thereafter. Their HoY will make a note of the warning and apply the sanction. This will escalate to a detention after 3 offences.
- Should a student be late to school, due to transport issues or other circumstance, they should place their phone into their pouch in front of the teacher of the first lesson they attend or the General Office.
- If a child has lost or broken their pouch, there will be a replacement charge of £10 added to the end of term bill.

Mobile phones to remain in their pouches during the school day.

END OF THE SCHOOL DAY OR WHEN LEAVING SCHOOL

Students can take their pouches to one of the magnetic unlocking devices which are located at various locations around school and remove their phone from their pouch.

Year 11

Expectations

- They do not use the Yondr pouch; unless a parent/guardian, requests for their daughter to follow the Year 7 to 10 policy (see above).
- They should keep phones in their lockable space throughout the school day. Either in their boarding room or individual desk space.
- Their phones should not be visible to any member of staff, at any point during the school day.
- Phones cannot be used as an alternative to a device within lessons.

Sanctions

- If a member of staff sees a Year 11 with a phone during the school day, the phone will be confiscated. The member of staff will hand the phone to the Head of Year. The pupil will collect the phone from the Head of Year office at 4:20pm.
- If a Year 11 has a phone confiscated a second time, they will follow the Year 7 to 10 policy for a week following the incident.
- If a Year 11 had a phone confiscated a third time, they will follow the Year 7 to 10 policy for the rest of that term.

Sixth Form

Expectations

- Sixth Formers are allowed to retain possession of their phone for the duration of the school day, however, they may only use their phones ‘freely’ when in designated social spaces (such as the Bellman Sixth Form Centre).
- Phone usage in lessons and tutor times should only take place with the permission of the member of staff in charge of the session. If students wish to use their phones, they must first ask permission.
- Students should not use their phones when outside (such as when transiting between buildings)
- Students should not use their phones when in corridors or when waiting outside classrooms.
- Students should not use their phones while eating lunch or while queuing for lunch.

Sanctions

- If a member of staff sees a Sixth former with a phone, outside of designated social spaces, during the school day, the phone will be confiscated. The member of staff will hand the phone to the Head of Year. The pupil will collect the phone from the Head of Year office at 4:20pm.
- If a Sixth former has a phone confiscated a second time, they will follow the Year 7 to 10 policy for a week following the incident.
- If a Sixth former had a phone confiscated a third time, they will follow the Year 7 to 10 policy for the rest of that term.

Once the Head of Year has followed the Policy for second offence, or more, they will formally write the parents of the pupil to highlight the offence and the consequences of such.

ACCEPTABLE USE

- All devices will be collected in at night in the boarding house for Years 7-11.
- No device may be used in the Dining Room (or any of the lunch areas) at any time by pupils or staff or in the queue for meals.

INAPPROPRIATE USE

- This is defined by the use of a mobile phone causing disruption and or/discomfort/embarrassment to fellow pupils, staff or member of society.
- It is strictly forbidden to take photographs or videos that will humiliate a pupil/staff member and then send them to other pupils or upload to the Internet as per the School Online Safety Policy.
- It is a criminal offence to use a mobile phone to harass or offend another person.
- Mobile phones should not be used in the Medical Centre unless a member of staff has given permission to do so.

Related Policies

- Online Safety Policy
- Pupil Behaviour Policy