



**ALDENHAM SCHOOL**

**MOBILE PHONE POLICY  
& CODE OF USE**

**Revised March 2022  
SLT**

The School understands that mobile phones are very much part of life for teenagers, as they are for adults. They allow us to organise our day, access information and current affairs, stay in touch with friends and family, feel safe when travelling to and from School, take photographs and support our learning.

Mobile phones are powerful tools and it is appropriate that the School has rules in place to govern their use. At Aldenham we believe it is acceptable for pupils to have mobile phones in school according to the guidelines below.

As with many elements of educating young people, we are aware that pupils do not always make the correct decisions and the use of mobile devices is not an exception. However, we believe we have a duty to educate pupils to use mobile phones responsibly – experience and information from other schools tells us that completely banning mobile phones in school can lead to irresponsible and unregulated use and it can simply defer problems until the end of the school day when pupils may be at home. Additionally, it absolves the School of its responsibility to work with and educate pupils and parents on acceptable mobile phones use in School.

Our intention is to work in close collaboration with parents to support sensible, mature and trustworthy mobile phone use and promote a collective responsibility with parents if problems occur. We know that children are heavily influenced by adults and expect parents and teaching staff to model good behaviour in terms of mobile phone and social media usage.

1. Pupils wishing to bring mobile phones to School must register them using [this link](#). A new form should be completed each time a phone is replaced or upgraded. Pupils bringing mobile phones into School will have their phone numbers recorded on the school database for safety and effective emergency communication purposes - this is a safeguarding protocol.
2. It is the responsibility of those bringing mobile phones to School to keep them in a safe place at all times, either on their person or locked away. **Phones should be insured by parents as they are NOT covered under the school's 'pupil personal effects' policy. The School cannot accept liability for the loss of, theft of, or damage to a mobile phone.**
3. For Martineau's and Woodrow's pupils, the use of mobile phones in school is restricted to their supervised use in classrooms as educational tools, **as directed by the teacher**, and for emergencies only. Years 7 & 8 pupils are not allowed to use their mobile phones in House during break or lunchtime. They are able to access internet or emails during the school day via their school accounts using desktop computers in Martineau's, Woodrow's or the library.
4. Pupils may use mobile phones in a constructive context in classrooms as educational tools, **providing the express permission of the individual member of staff has been obtained beforehand**. As a general rule, mobile phones should be out of sight unless directed by the teacher. Pupils in Years 9-13 may use their phones in Houses during break and lunchtime.
5. As a general rule pupils should not use their phones around the main site. **In particular, they may not be used in the Dining Hall.**

The use of mobile phones around school is not permitted with the exception of the following:

In the House where Years 9-13 may use their phones

In the Sixth Form CR for Years 12 and 13

In the library when using a phone for research

On Top Field

For a quick check of SMHW or pupil timetable in the yard or in corridors

6. It is important that phones are available on School Trips but arrangements for their use will be determined by the member of staff leading the trip.

7. **Mobile phone users are advised that taking photographs or videos of staff without their permission is against school rules and is likely to result in significant sanctions.** Pupils should **always** ask for consent before taking photographs or videos of other pupils. Images/videos must be deleted if requested by someone who has been captured within them, and they should **never** be shared (either via message or Social Media) if someone within the image/video requests that they are not shared.
8. The School makes extensive use of Microsoft Teams and does not endorse the use of Year group or House WhatsApp groups. Pupils should consider very carefully as to whether they join such groups as it will not be monitored by the School. If pupils use their phones to contact teachers via MS teams or email this should be done in a courteous and appropriate manner. Pupils should not expect a response from teachers outside the normal School working day.
9. **Inappropriate use, eg. posting on social media without consent, posting images which can identify the school via buildings or school uniform, bringing the School into disrepute or defamation of character, is likely to lead to sanctions especially if the actions could be considered as harassment or bullying. The sending of, or recording of unwanted, offensive or threatening messages or images is illegal and such information may be forwarded to the police.**
10. **Mobile phones are banned from any examination room even if switched off. Contravention of this ban is likely to result in disqualification from examinations.**
11. Mobile phones must not be bought, sold or lent at any time during the school day or on school premises.
12. Mobile phones brought to school must be clearly identifiable e.g. by screen lock, phone case, owner's name etc
13. Failure to adhere to these regulations will result in a pupil's mobile phone being confiscated until the end of the day. Such misdemeanours will also be logged on iSAMS as a 'Mobile Phone Policy Breach'. Pupils who accrue three of these within one half term will be issued with a Friday detention.
14. For information concerning confiscation/liability please refer to:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/674416/Searching\\_screening\\_and\\_confiscation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf)