



BURGESS HILL

— GIRLS —

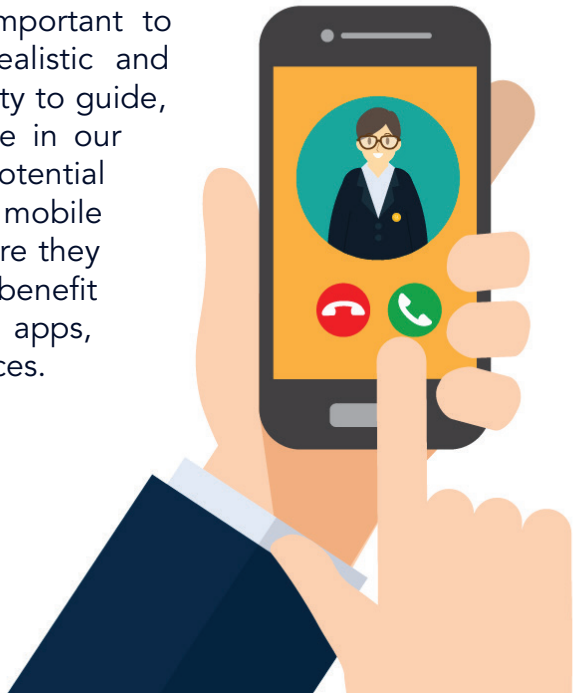
Tomorrow's Women

MOBILE PHONE POLICY 2023

THE RATIONALE:

As part of our holistic approach to education and desire to prepare young people for life in an ever-changing society, it is our firm belief that we must educate students on the positive benefits of mobile phone usage. At the same time as seeing the educational value of technology, we must also be alert to the challenges that it brings.

As a whole school community, including visitors, it is important to have a policy that is realistic and achievable. We have a duty to guide, support and enable those in our care to understand the potential dangers of misusing mobile phones as well making sure they are gaining maximum benefit from using appropriate apps, sites and messaging services.



As educators both at school and at home, teachers and families have a collective responsibility to work together to ensure that:

- ✓ all members of our community have a safe and secure online presence. For more detailed advice please refer to <https://www.thinkuknow.co.uk/>
- ✓ students' online presence is monitored regularly during their younger years by parents. For advice please refer to the link above.
- ✓ families agree the apps and sites accessible to their daughters and oversee those choices accordingly. The school network does allow Facebook and YouTube but not access to social media apps such as Instagram, Snapchat, TikTok etc
- ✓ the use of technology and online safety is a regular topic of conversation at home and at school.
- ✓ when an issue does come to light it is managed with the utmost sensitivity.
- ✓ we celebrate good practice.
- ✓ we celebrate the tools and technologies that will best prepare the students for their place in this global society.
- ✓ parents and staff are responsible for their own online presence and act always in an appropriate and professional manner.
- ✓ all members of the community follow the school's mobile phone policy.
- ✓ we accept that when an issue occurs a sanction will be applied. Any sanction will be relevant to the behaviour and there will be a focus on education.

In order to support students in gaining maximum benefit from their phones the following policy has been devised and agreed with the School Council. Students have worked in detail on this policy and it is their wish that it is seen as a positive approach to the safe use of mobile phones and to ensuring they have a safe online presence. As part of the school's 'bring your own' device policy, all students in Year 7 and above are encouraged to have a mobile phone.

THERE ARE RULES ABOUT WHEN, WHERE AND HOW WE USE PHONES BECAUSE:

- we live in a community that is built and sustained by real human interactions
- we want to develop the soft skills that enable us to build healthy relationships and to make and sustain strong friendships
- we need to limit distractions in order to work effectively
- we know that the persuasive technology of social media is designed to be addictive
- we want to be respectful and polite in our communication with others
- we respect each other's privacy, personal wishes and welfare
- we recognise the risks associated with creating our own private online worlds
- we have a responsibility to keep each other safe
- we know that moderate, bounded phone use is safe.

STUDENTS WILL:

- ensure their phone is switched to 'airplane mode' or 'off' so that it does not disturb their own and others' learning
- ensure their phone is in a bag or pocket when walking round the school
- act responsibly to ensure their own and others' safe online presence.

TEACHERS WILL:

- ask students to put their phones away in the morning at the start of registration
- give a verbal warning and ask a student to put her phone away, if it is seen or heard when it should not be
- ask a student why she is using her phone
- ask a student to turn the volume down or put the phone away if it is a distraction to others
- take a phone from a student if its use repeatedly distracts them and others
- praise students using phones sensibly, moderately and skilfully
- model good mobile phone use.
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WHEN ON SITE, PARENTS, GUARDIANS, FAMILY MEMBERS AND VISITORS WILL:

- respect the mobile-free spaces
- support the school policy of moderation and education with regard to mobile phone use and social media.

THE FOLLOWING BEHAVIOUR IS FORBIDDEN:

- 📱 taking photos or videos of yourself or peers in school uniform or PE kit and posting on social media
- 📱 taking photos or videos of members of staff or members of the school community without their permission
- 📱 attempting to bypass the school's filtering system.



WHERE, WHEN AND HOW CAN MOBILE PHONES BE USED?

DURING SCHOOL	LOWER SCHOOL	UPPER SCHOOL	SIXTH FORM	STAFF
In tutor rooms before 8.30am	/	/	/	
In lessons for educational purposes, subject to the teacher's permission	/	/	/	
During break and lunch	x	/	/	
In the dining hall	x	x	x	x
In the corridors	x	x	x	x
PE changing facilities	x	x	x	
Toilets	x	x	x	
4PM TO 6.15PM				
For educational purposes	/	/	The sixth form should be in a position to make an informed decision regarding appropriate use of their phones in their free time.	
Listening to music while working	/	/		

Headphones, ear pieces and wireless airpods may be used in the LRC, while working in the Sixth Form Centre and in the boarding houses. They must not be used in any other area. Students should remove them when engaging with a member of staff because it is polite and respectful to do so..	
Boarders have a right to be able to access home at any time if it is essential. This is part of the National Minimum Standards for boarding.	

WHAT HAPPENS WHEN STUDENTS BREAK THE MOBILE PHONE POLICY?

	CONDUCT	SANCTION, RECORD AND COMMUNICATE
Level 1	Student misusing phone	Verbal warning Report to form tutor
Level 2	Repeated misuse of phone	Phone is confiscated for a day Teacher hands phone to Reception and student collects at 4pm
Level 3	Repeated misuse of phone despite confiscation for a day	Confiscation for a week Pastoral Head contacts home
Level 4	Continued misuse of phone despite confiscation for a week Significant misdemeanour Bullying behaviour Unsafe behaviour	Pastoral Head meets with parents Sanction operates in conjunction with the Behaviour Policy Statement and Behaviour Rewards and Sanctions - Senior School and Sixth Form Further support and training.

If a particular pattern of phone usage in a year group is deemed harmful and/or distracting or risky and needs addressing, the school reserves the right to review and course correct by temporarily withdrawing privileges as necessary.