

# Urmston Grammar

## Mobile Device Policy



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## **Introduction**

Urmston Grammar operates a policy whereby all students in Years 7 to 11 have phone-free school day.

Whilst it is recognised that there are a range of benefits of the use of mobile electronic devices, their over-use can have many unintended negative consequences. Most students have regular access to smart phones, smart watches or tablets outside of school. As such, at Urmston Grammar, time in school will be spent screen-free allowing students to focus on their education, personal development and building relationships with peers.

Students in the Sixth Form are allowed use of their personal mobile devices, however this is restricted to specific areas of school.

## **Students in Year 7 to Year 11**

- It is recognised that many students may need their mobile devices for their journey to and from school to communicate with family and friends, to make payments and to check public transport schedules.
- In order to ensure students in Year 7 to Year 11 have a phone-free school day, during morning form time (8.30-8.45) all students will switch off their mobile phones and hand them in to their form tutor to be securely stored throughout the day.
- During afternoon form time (15.05-15.15) form tutors will register students and return their mobile phones in time for the end of the school day at 15.15.
- If a student is found using a mobile phone (or other personal electronic device) during the school day, this will be confiscated and the student will receive a 1 hour after school detention. The device must be collected by a parent or carer before 4.30pm, otherwise it can be collected by the student at the end of the next school day.
- In the situation where a mobile phone is confiscated, if parents/carers are concerned about a student travelling home without their mobile phone, the school can provide an alternative basic phone for them to use for 24 hours. This phone can be used to make contact with parents/carers, but any excessive charges made using the school phone may be added to the student's ParentPay account for reimbursement.
- If a student is found to have handed in a 'fake' phone in order to keep their own phone, or refuses to hand in their mobile phone, staff will discuss with the student the rationale behind collecting and storing mobile phones during the school day in an attempt to persuade the student to comply. If a student still refuses to comply the following actions *may* be taken:
  - Staff ask the student to turn on and use their 'fake' phone to confirm whether or not it is their usual functioning phone.
  - Contact made with parents/carers to confirm if they have a phone in their possession.
  - The student's bag/clothing may be searched (in line with the Department for Education's '[Searching, Screening and Confiscation](#)' guidance)
  - The student may be required to work in isolation.

If, after these measures, a student continues not to comply, the matter will be dealt with in line with the School Behaviour Policy.

- If a student arrives at school late (after 8.30am) they must sign in at the main entrance. If there is still time to go to morning form time they will do so and hand in their mobile device to their form tutor. If they are too late to go to morning form time they will hand in their mobile device at the main office and then collect it from the office during PM form time.
- If a student has a pre-arranged appointment during the day and will be leaving school earlier than 3.15pm, they should hand their mobile device in at the main office first thing in the morning and collect a plastic token. When it is time to leave school for their appointment they will then be able to collect their phone in exchange for the token when signing out at the office.
- When there are trips or educational visits due to take place, a decision will be made for each trip regarding whether students still hand in their mobile phones, or whether they can keep them for the duration of the visit.
- Smart Watches and Tablets are also classed as Mobile Devices and should not be brought into school.

### **Students in the Sixth Form**

- Students in the sixth form have greater independence and flexibility in their education. They have directed study periods built into their timetable, are allowed off school site during the school day, and are not required to remain in school until 3.15pm. For this reason students in Year 12 and Year 13 are allowed to keep mobile devices with them throughout the school day, but must only use them within certain parameters.
- Students in the sixth form may only use mobile devices in the following 'sixth form only' areas:
  - Newton Hall
  - Sixth Form Hub
  - The LRC
  - Their form rooms (however not during form time)

In summary, this means no sixth form student should be using their mobile device anywhere in school where students in Years 7 to 11 are present. This includes corridors, the quad, canteen, or social spaces. This includes the use of headphones, earphones, and earbuds.

- Where a student is found using a mobile phone or headphones/earphones where they shouldn't be, their device may be confiscated. This will be held in school until the end of the school day when the student can collect it.
- Where a student is found continually breaking these rules, further sanctions may be imposed as per the School Behaviour Policy.