

DOCUMENT CONTROL	
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1. Introduction

- 1.1. KGS recognises the use of phones has become commonplace, and that phones may be an appropriate tool to use as part of a child's education. However, unsupervised use of mobile phones may be problematic, and the school must be in a position to monitor the use of mobile phones to promote student well-being, prevent mobile phone misuse, and contribute to the holistic education of its students.
- 1.2. This policy does not undermine the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

2. FS1- Year 3 rules

- 2.1. FS1 to Year 3 school children are not permitted to bring mobile phones to school.

3. Year 4-Year 13 School rules

- 3.1. Students may bring a mobile phone to school;
- 3.2. The school accepts no responsibility for loss or damage to mobile phones brought in.
- 3.3. Once on the school site, mobile phones must be switched off and placed in a safe place, for instance, a bag or locker or handed to the Deputy Heads Pastoral for safe storage.
- 3.4. Students are not permitted to take out, view or use their phones from the time they enter the school building in the morning, until the end of the school day when they may need to contact their parents, apart from:
 - 3.4.1. When given permission by a teacher to use the phones for work purposes;
 - 3.4.2. In case of emergency, with teacher permission (for example, in the case of a school closure);
 - 3.4.3. Point 4 below, pertaining to the Sixth Form.
- 3.5. Students must not allow other students to use their phones during the school day.
- 3.6. Students must also put earphones (wired or wireless) away when on the school site, unless given permission to use by teachers.
- 3.7. Usage is governed by the ICT acceptable Use Policy.

4. Contravention of mobile phone use rules

Consequences for Non-Compliance: If a student is found using a phone during the school day, the device will be confiscated immediately. Parents will be required to attend a meeting with the school leadership team to discuss the breach of policy. The phone will only be returned to the parents, not the student. Should a student need to make an urgent call to their parents, they may use the phones available at the school reception.

5. Misuse of phones

5.1. If students misuse phones on-site or off-site, and it contravenes this policy; impacts upon other students' well-being; represents a child protection or safeguarding concern; or brings the school into disrepute, the school will take action according to the school's [Behaviour Policy](#).

6. Setting an example

6.1. All community members should be aware that children often imitate adult behaviour. Therefore, we encourage staff, parents and other community members to show discretion when using their phones. We accept that emails and other important messages may need to be addressed on the school site, but in places where students are present, may we politely request that community members keep mobile phone use to a minimum.

6.2. Staff should not use their phones during lessons or while on duty, unless in an emergency or where absolutely necessary. Staff should not make personal calls in areas of the schools where students are/maybe present.

6.3. The school does not permit staff to take photographs of students using their personal mobile phones.

7. Emergency calls home

7.1. Students are not permitted to call their parents directly, even in an emergency, but should do so through the school's leadership and PA teams. Likewise, parents are requested to contact the school, not their son or daughter directly, to relay messages. **This is a vital safeguarding issue that will be taken very seriously if contravened.**

7.2. If a student feels unwell, they should seek permission to visit the nurse. The nurse will make a professional judgment about whether parents should be contacted, and may involve the school counsellors. The nurses and school counsellors are the only staff qualified to make the decision that a student should go home due to illness. If a student calls parents directly, then it will be considered a breach of this policy.

7.3. If a student has some other emergency/important reason to contact home, they should seek permission to speak with a Head of Year or Senior Leader within the school, who will make a professional judgment whether parents should be contacted. School staff or the students themselves, depending on age and circumstance, may use one of the school landline phones to do so. Senior school students may use their mobile phone in a designated area, while supervised, to speak with their parents.