

Our Vision  
Achievement for all  
Our Mission

To fulfil this through developing every child's personality abilities and talents to the full, to be the best that they can be.

This school is a Rights Respecting school and we support children's entitlement as expressed in the United Nations Convention on the Rights of the Child. The rights which apply to this policy are:

Right 2. Non discrimination. No child should be treated unfairly on any basis.

Right 3. The best interests of the child must be a top priority in all things that affect children.

Right 16 Every child has the right to privacy. The law should protect the child's private, family and home life.

#### EQUALITY IMPACT

This policy aims to guide staff to guide students to be able to communicate more effectively and appropriately in and out of school. It gives staff guidance on how to deal with the use of ever more complicated technological communications, maintain discipline and safeguard all school users and support them and their families to understand appropriate use.

#### MOBILE PHONES

The guidance on the use of mobile phones is set out below. It is not realistic to have a policy, which prohibits pupils from taking phones to school. It would be impractical to forbid pupils from carrying them and some parents would be concerned on health and safety grounds if they could not use them, especially on journeys to and from school.

Use of mobile phones (particularly with the advent of increasingly sophisticated equipment and camera phones) presents a number of problems, including:

- The use of mobile phones could be potentially undermining of school discipline. Even when apparently silent, the use of mobile phones for texting can lead to inappropriate or disruptive behaviour.
- Use of phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.
- Access to internet and unauthorised websites has safeguarding implications.
- Mobile phones have the potential to be used as tools in cyber-bullying.
- Mobile phones can be valuable items and might render a pupil vulnerable to theft.

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- Mobile phones (and their cost and level of sophistication – or otherwise) can make pupils object of envy or disparagement and could have implications with regard to discipline and potential bullying.

Sandgate School therefore recommends that mobile phones are not brought into school on the grounds that they can undermine school discipline, are valuable and may be lost or stolen. Some older students, especially on the QKS site may choose to bring their phones into school but must adhere to the following rules. As part of their independence education, teachers will at sometimes run lessons and activities on the safe use of phones and apps. On these occasions (out and about in the community, downloading bus timetables for example), the teacher in charge will ensure that the rules are still followed once the “teaching” element of the session is over.

### SCHOOL RULES

1. Where a pupil brings a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises, grounds or during off-site school activities (such as school swimming or outdoor education).
2. Some classes (especially in the secondary part of the school) operate a system whereby students hand in their phones at registration and they are then locked away safely until the end of the day.
3. Where a pupil uses a mobile phone as above for any purpose, the phone will be confiscated from a pupil and returned at the end of the school day.
4. Any failure to comply with the above guidelines may result in normal disciplinary action to be taken.
5. If a teacher asks a student to use their phone if it is in school for an educational purpose, this is done with due regard to all other rules.

### EMERGENCIES

If a pupil needs to contact his/her parents/guardians they will be allowed to use a school phone or have a message relayed on their behalf. If parents need to urgently pass on information, they should phone the school office and a message will be relayed promptly.

Sandgate Site- 792100

Sandgate at QKS- 743950

### RESPONSIBILITY FOR MOBILE PHONES

School accepts no responsibility whatsoever for theft, loss, damage or health effects of using a phone in school.

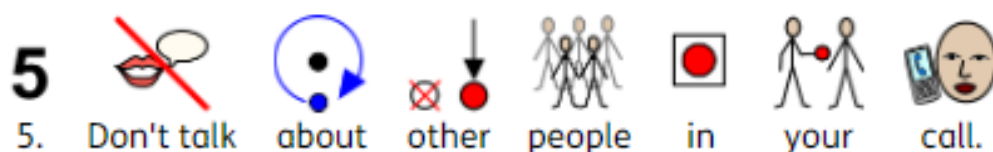
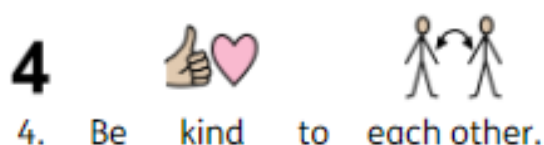
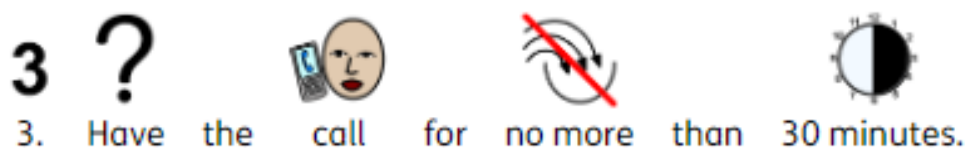
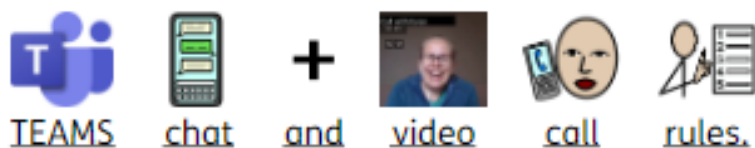
### MICROSOFT TEAMS

The Covid-19 Pandemic changed how we communicate and taught young people for a significant period of time. The use of Microsoft TEAMS is the way in which Sandgate staff, students and parents can communicate. It is an invaluable tool to share work and keep connected.

To keep everyone safe, young people and their parents need to adhere to the rules for its use. They are very simple and will help everyone to communicate effectively.

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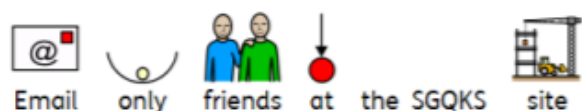


### USE OF EMAILS

In the same way that our young people now communicate more on TEAMS, they are also able to email others from their own devices and phones. The rules below are there to support every young person and anyone they may choose to communicate with electronically.

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Every member of the school community is asked to read and sign (or have it signed on their behalf) the Online Safety Policy which clearly shows how we all need to behave online. This policy should be used in conjunction with the Online Safety Policy for clarification.

## To be read with these other policies and documents-

Health and Safety

Safeguarding

Online Safety

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Behaviour Policy

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