



MOBILE PHONE PROCEDURES FOR PUPILS

Rationale

Mobile phones are part of modern society and the majority of students will now own a mobile phone. We understand that for safety reasons pupils will carry a mobile phone in order to contact parents/carers after school/before school. However, mobile phones can lead to several problems in school. As a school, we strongly encourage our pupils to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile phones. As a result, the use of mobile phones during school hours is forbidden and pupils found using their mobile phone during school hours will be sanctioned in accordance with this policy.

Procedures

1. The decision to bring a mobile electronic device to school is entirely that of the pupil and their parents or guardian. As such the School accepts no liability for loss or damage to such devices.
2. Mobile phones or electronic devices must remain switched off completely during school hours. The School operates a 'gate to gate' policy. This means that pupils can choose to bring mobile phones into school but that they may not be used, seen or heard at any time while pupils are on the school site. This includes before school, at breaks and lunchtimes, or taking part in extra-curricular activity. For the purposes of interpreting this part of the policy, headphones or other items that are normally attached to a mobile device should also be put away. If headphones are observed, then they will be confiscated along with any device to which they are attached.
3. This policy applies to all school trips and visits.
4. This policy applies to boarders who should switch their phone off on leaving boarding in the morning and may switch them back on when they return to boarding after school.
5. Pupils travelling on school transport may listen to music but should not use their phone in any other manner as set out by the mobile school policy.
6. Any pupil seen with their mobile phone during school hours will have their phone confiscated.
7. On the first occasion the device will be placed in the Pastoral Office where it can be collected at the end of the day. The content of the phones may be checked to ensure they have not been used inappropriately. The pupil's details will be recorded, and parents informed. If this should happen on a second occasion the matter will be referred to Mrs. Coulter for day pupils or Mrs Davies for boarding pupils who will confiscate the phone. Parents/Guardian/Boarding parent will be expected to collect the mobile phone following the confiscation. Each subsequent breach after this will result in a detention and the device will only be returned to parents or guardian.
8. The school's policy on contacting pupils during the school day remains unaffected by this policy. If parents need to contact their child during the day then they should do so through the School Reception. Similarly, a pupil who wishes to contact a parent or guardian should also do this through Reception or their Head of Year.
9. Pupils should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the pupil's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.
10. The School recognises the importance of emerging technologies present in Mobile Devices to support learning e.g. camera and video recording, internet access, blogging etc. Some lessons may allow such use in the classroom, but this will be clearly indicated

by the teacher and ground rules set. Express permission will be given by the teacher to take pupils' phones out for educational purposes.

11. Sixth Form will only be allowed to use their mobile devices (for educational purposes only) in the Sixth Form area, common room and study room.
12. Annually, all pupils will sign a statement of acceptance regarding this Mobile Device Policy in conjunction with the Acceptable Usage of ICT statement.