



Guidance on the use of mobile electronic devices

Mobile electronic devices can constitute a potential threat to the achievement of the expected standard of behaviour (which is clearly specified in this policy and our school policies on preventing and responding to bullying and equal opportunities), in the following ways:

- Students phoning and texting each other disrupts teaching and learning;
- Texting can be used to bully other students;
- Mobiles with a photograph/video capability have been used in other schools inappropriately, threatening the safeguarding, health and well-being of students;
- The public examination boards regard mobile devices as a threat to examination security. If a mobile device is found in an exam room, the student's papers will be cancelled. Mobiles are normally detected when they go off – and therefore disrupt everyone before they are found;
- They are a fashion item and the cause of much petty crime;
- They are a valuable item which can go missing in school with the consequence of absorbing hours of staff time as they try to establish what has happened.

We understand that there may be times when a parent/carer may want to be able to contact their son/daughter after school, for example in the case of those students who are dependent on public transport. The School permits students to bring a mobile phone to school **only** where they adhere to the following expected behaviour:

- Students must not use a mobile phone or any other mobile device anywhere on the school site or on any off-site school activity with one exception. The one exception is where a teacher tells the students they have permission to use a mobile device in the classroom as part of the planned learning activity in the lesson then mobile devices will be allowed provided the student follows the teacher instructions.
- Mobile devices must not be visible at any time but must be switched off, out of sight and kept safely in the student's school bag at all times;
- Students are not permitted to wear or use headphones during the school day;
- Using mobile and electronic devices to photograph or record other students or staff, under any circumstance is not permitted at any time;
- Students who have a genuine need to contact a parent during the day should speak to their Head of Year or student reception to get permission to use the student reception phone;
- Mobile devices in school are the students' responsibility at all times. The school does not accept any responsibility for the loss or theft of mobile devices which have been brought onto the school site;
- Mobile devices must be switched off and kept securely in a school bag at all times, ensuring that all alerts and alarms are switched off and not active.

We seek full support from parents in these matters. The School has an established and efficient system for communication, including conveying urgent messages to students and we expect the full support of parents in the implementation of these arrangements. We will continue to ensure safe and responsible use of ICT to protect staff and students, and the following rules apply in everyone's interest. The school reserves the right to examine mobile devices if a member of staff suspects that the expected standard of behaviour has been breached.

Consequence procedure

If a student is seen with, or using a mobile device, the student will be expected to hand the phone over as requested. The phone will be taken by the member of staff and handed in to admin/main reception. The mobile will be placed in an envelope with the student name and year group and put into the safe. If the student has complied with these requests, the mobile device will be returned to them the same day by their Head of Year or Assistant Head teacher. Otherwise parents/carers will be expected to come into school for a meeting with a senior member of staff to discuss the non-compliance of the policy and a more serious consequence will be given. [Please see attached flowchart.](#)

If mobile devices are not seen and not heard they will not be confiscated.



1st Offence

- Phone confiscated and taken to reception
- Confiscating member of staff gives detail to reception who record it on SIMS
- Phone handed back at end of the day by HoY/AHoY/SLT

2nd Offence

- Phone confiscated and taken to reception
- Confiscating member of staff gives detail to reception who record it on SIMS
- Phone handed back at end of the day by HoY/AHoY/SLT
- Student given a letter for parent/carer stating that next time the phone is confiscated the parent/carer will have to collect the phone

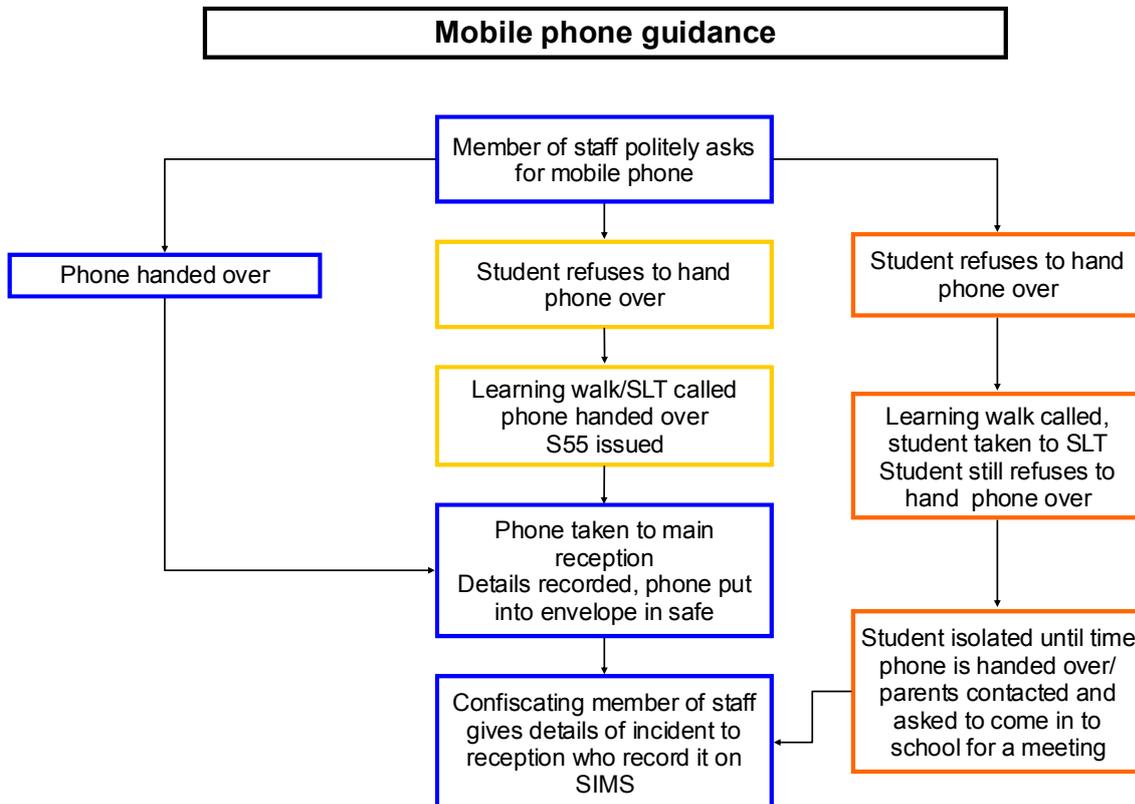
3rd Offence

- Phone confiscated and taken to reception
- Confiscating member of staff gives detail to reception who record it on SIMS
- Phone handed back at end of the day by HoY/AHoY/SLT
- Phone with a letter handed to the parent/carer when they collect the phone. The letter states that next time the phone is confiscated the student will be internally excluded for persistent failure to adhere to the rules of the school
- Student issued with an S55 detention

4th Offence

- Phone confiscated and taken to reception
- Confiscating member of staff gives detail to reception who record it on SIMS
- Parent/carer collects the phone from HoY/AHoY/SLT and receives a letter stating that their child will be internally excluded for the next school day and that a meeting will be arranged with HoY and SLT to discuss the persistent failure to follow school rules
- Student issued with an internal exclusion

Mobile Devices Flowchart



If mobile devices are not seen and not heard they will not be confiscated.