

Use of mobile phones and other devices by students

Purpose

- The use of mobile phones and other devices provide students, parents and teachers with several benefits to school life.
- The widespread use of such devices requires that school leaders, teachers, parents, carers and students take steps to ensure that such devices are used safely and sensibly.
- This policy is designed to support school staff in identifying and addressing possible dangers posed by the use of mobile phones and other devices, while allowing students to enjoy the benefits of their use.
- This policy applies to students while they are on the school site, as well as during school excursions, residential trips and extra-curricular activities.
- For the purpose of this policy, other devices include, but are not limited to, tablets, laptops, smart watches and personal stereos.

Responsibility

- It is the responsibility of students who bring mobile phones to School to abide by the guidelines outlined in this document.
- Parents should be aware if their child takes a mobile to School.
- The school accepts no responsibility for any loss, damage or costs incurred due to a mobile phone or device being brought in to school.
- Parents/carers are reminded that in cases of emergency, the School Reception remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way.

Acceptable Use

- Students are permitted to bring a mobile phone to school each day.
- Mobile phones belonging to students in Years 7 to 11, should be switched off and kept in school bags or lockers during the school day (including Break and Lunch) and when on the school site before school.
- Students in Years 7-11 are only permitted to use their mobile phones during these times as directed by a member of staff.
- Mobile phones belonging to students in Years 12 and 13 may only be used outside of lesson time, unless directed by a member of staff, and within the confines of the Sixth Form Block or the Sixth Form Common Room.
- Students are permitted to bring mobile phones and devices on school excursions and residential trips.
- During school excursions, residential trips and extra-curricular activities, the staff member responsible will define when mobile phones and devices may be used and inform students of this.

Unacceptable Use

- Students are not permitted to bring other devices to school.

- Students are not permitted to use their devices to make telephone calls, send SMS messages, take photographs or video, browse the internet, use social media, play games or use any other application during the school day or at any time while they are on the school site before school.
- During all school excursions, residential trips and extra-curricular activities, mobile phones and other devices should be out of sight when students are being addressed and during any meal times.

Exceptions

- Exceptions may be permitted in special circumstances at the discretion of the headteacher.
- Such requests will be handled on a case-by-case basis and should be directed to the student's Year Leader in the first instance.
- Any exceptions will be communicated to all staff.

Enforcement

- Students who fail to meet these expectations will have their phone or device confiscated by any member of staff.
- Occasional classroom based pocket turn outs will be conducted by members of staff, directed by the Director of Pastoral Services.
- The school reserves the right to view the contents of a student's mobile phone or other device.
- The school retains the authority to access and delete images and data held on a mobile phone or other device if:
 - it is reasonable to suspect they have been misused in school or during school activities;
 - if there are reasonable grounds for suspecting that the mobile phone or device has been used in such a manner which may reasonably be considered to be bullying;
 - where a person's health and safety may be compromised;
 - where matters of child protection may be an issue.
- Searches and confiscations will be carried out under the provisions of 'Searching, screening and confiscation - Advice for headteachers, school staff and governing bodies' (Department for Education, January 2018)

Schedule of Consequences

1 st infringement	The student may collect the mobile phone from a senior member of staff between 15:20 and 15:30 in the dining room.
2 nd infringement	A parent/carer, as named on SIMS, can collect the mobile phone from School Reception from 15:30 until 16:30 on the day of confiscation.
3 rd infringement	A parent/carer, as named on SIMS, will meet with a member of SLT or the Director of Pastoral Services to collect the mobile phone or device.
Further infringements	As agreed by the headteacher.
Student refuses to hand over mobile phone or device	1. The student will be isolated for defiance. 2. A parent/carer, as named on SIMS, can collect the mobile phone from School Reception from 15:30 until 16:30 on the day of confiscation.
Infringements involving other devices	A parent/carer, as named on SIMS, can collect the device from School Reception from 15:30 until 16:30 on the day of confiscation.

- If a parent/carer is unable to collect the mobile phone or device within the allocated time, it may be collected by arrangement with the student's Year Leader after the first possible collection date.

- All mobile phones and other devices that have not been collected at the end of the academic year will be disposed of.

Procedure for confiscation

- The member of staff who confiscates the phone or device should take it to Student Services, put the phone in an envelope, fill in the necessary information and hand the envelope to the Student Services' Administrator.
- If the member of staff who confiscates the phone or device is on duty, they should not leave their duty position, but take the phone to Student Services at the end of their duty.
- If confiscated during a lesson, the member of staff should e-mail Student Services to request the duty SLT member collect the phone or device from their lesson, which will then be taken directly to Student Services.
- The Student Services' Administrator will place the envelope in a locked drawer and log the appropriate behaviour referral.
- The behaviour referral will trigger an e-mail to the parent/carer informing them of the confiscation.
- The e-mail will also detail future consequences, if a first infringement, or instructions as to when and where the parent/carer can collect the device.
- The student or a parent/carer must sign for the device acknowledging receipt on collection.