



MOBILE PHONE & MOBILE DEVICE POLICY



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Introduction:

This policy sets out the School's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by students while they are at School.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and mp3 players by students, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

Note: For the purposes of this policy, all references to 'mobile phones' should be taken to include camera phones and mp3 players, even those which do not incorporate communications technology.

This policy will operate in conjunction with other policies including the E-Safety Policy and Internet Acceptable Usage Policy.

It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

The Policy:

1. The School strongly advises that mobile phones should not be brought into school at all. Students have no legitimate need to use a mobile phone at all during the school day.
2. The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their journey to and from school.
3. Where a mobile phone is brought into school, it is entirely at the student's & parents' own risk. The School accepts no responsibility for the loss, theft or damage of any phone, mp3 player or other mobile device brought into school.
4. Mobile phones which are brought into school must be turned off (not placed on silent) and stored out of sight immediately the student arrives at the school gate. They must remain turned off and out of sight until the student has left the school site at the end of their day.
5. If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately. The member of staff will take it straight to a House Office for safe storage, or store it in a locked, safe area and take it to a house office at the earliest opportunity, clearly communicating to the House Secretary the name of the pupil.
6. When a mobile phone is confiscated, the matter will be recorded on the child's behaviour log so that the consequence given by the house staff is fair and consistent.
7. On the first occasion on which a student's phone is confiscated, they will be able to collect it from their House Office at the end of the day. On the second or subsequent occasion on which their phone is confiscated, their parent/guardian will be contacted and asked to collect the phone in person.
8. Any student who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by a member of the Senior Leadership Team and the refusal will be treated as a disciplinary matter.

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9. It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.
10. Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents will normally be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed and the Governing Body may be notified.
11. In accordance with the School's Internet Acceptable Usage Policy and E-Safety Policy, the School reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.
12. As young adults, Sixth Form are permitted to use mobile phones within the study areas and common room. Under no circumstances should calls be made or received during lessons or in the OLC.
13. The PE changing rooms are locked once students have left go to their activity and re-opened when they return. Students are responsible for supervising their own belongings during the time in the changing facilities. Students and parents should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms, hence the School's advice in point 1 above that mobile phones should not be brought into school at all, but especially on a PE day.
14. Where parents or students need to contact each other during the school day, they should do so only through the School's telephone system (via Reception or House Offices) and not via student mobile phones.