

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.

1. 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, or other mobile device brought into school.

2. 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.

3. 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 the Office for safe storage, or store it in a locked, safe area and take it to the office at the earliest opportunity.

4. When a mobile phone is confiscated, the matter will be recorded on the child's behaviour log so that the consequence given by staff is fair and consistent.

5. On the first occasion on which a student's phone is confiscated, they will be able to collect it from

The 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.

6. 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.

7. It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.

8. 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.

In accordance with the School's Internet Acceptable Usage Policy and E -Safety Policy, the

9. 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.

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.

10. 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 the office) and not via student mobile phones.

Over recent years there has been a huge culture shift regarding mobile phones, especially smart phones. They are used by the general public as a useful tool for much more than just making phone calls. A general ban in school is both near sighted and outdated and we believe that we should be preparing young people to use modern technology in a safe and responsible way.

- Pupils can use their mobile phones during break and dinner. They can access the internet, listen to music through headphones and play games.

- Pupils cannot play music through speakers, take any photographs or video, leave their headphones hanging out from their shirt, or use the phone as a means of ignoring staff.

- Pupils must not use their phones whilst walking along the corridors at any time of the day.

- When talking to a member of staff anywhere the pupil must put the phone away if requested; using the phone whilst a member of staff is talking to you is poor manners.
- Phones must be switched off during lessons and be placed in school bags.
- Mobile phones are not allowed to be used in the classroom unless at direct request of Staff. Staff will never give permission for pupils to listen to their own music in class (even through headphones). If mobile devices are required as a teaching/learning tool then the teacher will pre-book and use the school's resources or give permission for mobile phones to be used (this permission will only be for that actual single period and cannot be used as permission in other lessons).
- Pupils cannot use a mobile phone in an exam – even as a calculator (as per exam board regulations). Mobile phones are collected by exam invigilators prior to every public exam and are kept safely locked away until the exam finishes. Pupils must always hand their phone in during an exam or leave it at home.
- Pupils will NEVER take photos or film in or out of the classroom on a personal phone (it is a criminal offence and will be dealt with severely)

- If a pupil is ill they MUST see the Head of Year or Assistant Head of Year. The only way any arrangement with home can take place is through the school.
- Pupils cannot phone home from their mobile and arrange to go home.
- Neither should parents contact pupils directly to arrange to pick them up.

If at any point a pupil misuses their phone or refuses to follow the above rules, the member of staff can confiscate the phone. It will be placed in pupil services to be picked up by a parent/carer.

Disclaimer

Pupils are not required to have a mobile phone in school and we support parents who make the decision that this is not necessary by ensuring that pupils are able to use school landlines to contact parents in an emergency. Parents can, of course, contact school via the landline. This policy does, however, recognise that the majority of our pupils do own a mobile phone. Any pupil who brings a mobile phone into school does so at their own risk and school will not be held responsible for any loss or damage.