



Mobile Phone and Electronic Equipment Policy

Introduction

There are an increasing number of students that own, and wish to bring to school, mobile phones and electronic equipment. The school states in the School Rules that these items are not to be used in school.

Principles of Use

For safety reasons, pupils are discouraged from bringing these items into school. The school takes not responsibility for the loss of these items in school. Should parents wish, students are permitted to bring cell phone and tablets into school for use on the journey to and from school. However, if they choose to do so they are agreeing to the following limitations on their use:

1. Primary students will hand in **all** electronic devices to Reception for safe keeping at 8:15am, they must not be kept in backpacks/bags in school. All devices will be stored securely until home time.
2. Secondary students (Year 7 upwards) will hand in all electronic devices to their form tutor at 8:15am for safe keeping. Secondary students can collect their phones at the end of the school day.
3. All phones must be switched off. It is not acceptable for phones merely to be put on silent mode.
4. Students are not permitted to use cell phones at any time during the school day, including break and lunchtimes.
5. If asked to do so, content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher/member of staff.

Primary students who do not follow these rules after a reminder has been given will be moved onto yellow card.

Cell phones and, in particular, the new generation of smart phones now include additional functions such as an integrated camera, video recording capability, instant messaging, mobile office applications and mobile access to the internet. These allow immediate access to email, searching for information on the internet and other functions such as access to social networking sites e.g. Facebook, Twitter and blogging sites. For many young people today the ownership of a mobile phone is considered a necessary and vital part of their social life. When used creatively and responsibly the smart phone has great potential to support a student's learning experiences.

However, the school will consider any of the following to be unacceptable use of the cell phone and a breach of the school's behaviour policy resulting in sanctions being taken:

- Photographing or filming staff or other students without their knowledge or permission
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
- Refusing to switch a phone off or handing over the phone at the required times.

Procedures for Misuse in Secondary

If a student is using a cell phone or price of electronic equipment against the School Rules, the following guidelines are issued to staff:

1. Confiscate the item and hand it to the Pastoral Coordinator/Tutor who will then pass it on to the Head of Secondary. The item will be kept locked in his office.
2. The student will be informed when to collect the item at the discretion of the Leadership Team.
3. The teacher who has confiscated the equipment should put a note on the ISAMS management system to record the incident, including how and where the equipment was being used.
4. If the misuse occurs twice in a month, the item should not be returned to the student. The parents will be contacted and invited into school to personally collect the item and at this point, the matter will be discussed further with the Head of Secondary.
5. Disciplinary action will be taken in line with the School Behaviour and Anti Bullying Policies

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