



MOBILE PHONE POLICY

UPDATED FEBRUARY 2010

Consultation History

Governors/staff/parents/students	Date
Executive (Leadership Group)	
Students Committee	
Full Governing Body	
Next Review of Policy	19 th August 2010

The Ridgeway School & Sixth Form College

Mobile Phone Policy 2010

Rationale

The mobile phone is an effective and quick means of communication. Where unforeseen events occur, mobile phones provide students and their families with a ready means of communication. There is a need, however, to set clear guidelines and limit their use during the school day, in particular, to avoid unnecessary interference with teaching and learning.

Procedures

Whilst on the school/ college campus and particularly during class time and between lessons, students must not use mobile phones and must keep these turned off.

Students must keep their mobile phones in a secure place, such as locked in their lockers or in their bag. They must not be visible in school.

The camera function (available on most mobile phones) **must not be used** as it does not comply with the guidelines of this policy and use of the camera may breach the use of images legislation.

Any student who is feeling unwell at school and needs to go home, **MUST** arrange this through the staff in the Pastoral Office. **Under no circumstances** should students use their mobile phones to contact home to make arrangements to leave school.

To be clear:

Students should ensure that whilst they may have a mobile phone there should be:

- No calling
- No receiving calls (phones must be switched off whilst on school grounds)
- No sending or checking messages
- No call-up of other downloaded text or web information.

During school hours, parents who have an urgent message for their child should do so by telephoning the staff. Staff will endeavour to ensure that messages are passed on.

Sanctions

Students infringing on the rules noted above will have their phone confiscated. It will be taken to a secure place within the school/college and the parent(s) of the students informed. Parent(s) of the student may collect the phone at their convenience.

Educational Visits

Here we recognise that mobile phones can be useful, but the same rules apply. If you are on a trip and the teacher is giving instructions to the travel party or you are being shown around a site, then this counts as a 'classroom or its equivalent'.

The school/college accepts no responsibility for replacing mobile phones that are lost, stolen or damaged whilst on school/college premises or on school/college sponsored functions.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared.

Inappropriate Conduct

- For external exams, mobile phones must be switched off and handed to the invigilator, locked away or left at home. Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary actions as sanctioned by the Headteacher.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Headteacher
- Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the Headteacher

Theft or Damage

In order to reduce the risk of theft during school/college hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.

Mobile phones which are found in the school/college and whose owner cannot be located should be handed to front office/reception

The school/college accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school/college.