

STUDENT MOBILE PHONE GUIDANCE

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

1. During class time and between lessons, students must not use mobile phones and must keep their mobile phones turned off.
2. Students must keep their mobile phones in a secure place, such as, locked in their lockers. They must not be visible in school.
3. The camera function (available on some 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.
4. Any student found acting in breach of these guidelines can expect that a staff member will take possession of the mobile phone and deliver it to the appropriate Learning Co-ordinator.
5. The Learning Co-ordinator will notify the parents and make arrangements for collection of the mobile phone from the school by the parent. The Learning Co-ordinator will determine what sanction will apply which may include withdrawing the privilege of a student having a phone at the school at all.
6. They are brought to and kept at school entirely at the owner's risk. The School cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone use. Students and parents should recognise, however, that mobile phones are a highly prized target for theft and, accordingly, phones should always be stored in a safe and secure place.
7. Parents and students should ensure that such phones are properly and adequately insured as personal property.
8. These guidelines also refer to the use of mobile phones during field trips, excursions or other off-campus supervised activities.
9. Any student who is feeling unwell at school and needs to go home, must arrange this through School Reception. Under no circumstances should students use either their mobile phones to contact home and make arrangements to leave except through the School Reception.

10. Non-observance or breaches of these rules may result in the mobile phone being confiscated and privileges restricted or withdrawn. If the mobile phone is confiscated, it must be collected from the Main School Office by the parent of the student.

11. In normal circumstances, parents wishing to leave messages for their children should do so by telephoning the school. Staff endeavour to ensure that messages are passed on.

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.

Students who bring a mobile phone onto school/college premises should leave it locked away in their locker/bag as soon as they arrive.

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 replacing mobile phones that are lost, stolen or damaged whilst on school/college premises or on school/college sponsored functions.

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

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

- a) Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary actions as sanctioned by the Headteacher.
- b) Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Headteacher.
- c) Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the Headteacher.

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.

Repeated infringements may result in forfeiture of the privilege of the student to bring a 'phone to school/college.