

Mobile Phone Policy

December 2013

1. Acceptable use posters to be put up in classrooms. (Teachers' discretion each period whether to be red or green)

2. Misuse of Mobile Phones

- If a pupil who does not have the teacher's permission to use their phone for an educational purpose takes their phone out and is caught using it in class – they will be issued a Level 3 and be instructed to put their phone back in their bag.
- If a pupil has permission from the teacher to use their phone and is then caught using it for something other than what they were permitted to use it for, they will also receive a Level 3 and be instructed to put their phone back in their bag.
- If pupils who have already received a Level 3 are then caught with their phone out of their bag again, they will be sent to Time-out.
- If pupils are caught using their phone in a way that demonstrates misuse of the internet (eg looking at inappropriate images) the pupil will be sent to Timeout. They will also have their school internet access removed for a month and House Heads will write to parents requesting their support in encouraging their child to leave their phone at home for this period of time.
- If pupils are caught using their phone to take photographs or film staff or pupils in the classroom, the teacher will confiscate their phone and send the pupil to the Time-out room. The teacher in the Time-out room should send for the Duty Rector to deal with this situation. NB - Should the pupil refuse to pass their phone to the class teacher on request, the Duty Rector should be sent for at that point. (Please telephone the school office who will contact the Duty Rector - or designate - in either situation).

Pupils to be informed via assemblies next term and parents to be informed of this via letter/ or text/website. Points to be emphasised include:

- Positive use of mobile technology for safety/ travel and educational reasons
- Promotion of digital citizenship in school and education re safe and responsible use/ anti-bullying etc – done through PSE/ Business Ed/ assemblies/ Police input etc
- Reminder to pupils re need to respect privacy and breach of rights/ breach of the peace should they take photographs/ film others
- Reminder re responsibility/liability for personal devices in terms of loss, theft or damage