



Prepared by MJH
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Currently under review by Parents Advisory Council.

Mobile Telephone / mobile device Policy

The use of mobile phones in school during teaching hours is not permitted. The disruption to lessons, distraction from learning, potential for cyberbullying and the opportunity to use them to access unacceptable or prohibited content outside the schools security firewall are just a few of the reasons for this ban.

Mobile phones must be switched off on the school site during normal school hours, including lunch and break times (8.30- 4.00). In the case of an emergency a mobile phone may only be used with the permission of a teacher, in the presence of that teacher. **Any student who needs to contact a parent during normal school hours may use the school telephone system with authorisation by a member of staff.**

Mobile phones or mobile devices must not be used to take photographs or make recordings or videos anywhere in the school or the area immediately outside the school, playing fields or sporting facilities or on coaches / minibuses.

Failure to comply will result in the mobile phone being confiscated from the student and then collected from reception by the parent.

The device will be placed in a labelled envelope and held securely at reception and will only be released to the parent. Staff should inform the Personal Tutor of any infringement to enable monitoring of repeat offenders. Three offences will result in ban from using a phone for up to a full term.

Any attempts to post/upload written comments, video or photo images to websites, (eg, YouTube, snapchat, Instagram, etc) which leads to bullying or humiliation of students, staff, or discredits the school, will be dealt with most severely **and may lead to the student losing their place at the School.**

***Mobile devices includes: Laptop computers, Tablet computers, smart phones, phones, PDAs, digital recorders, cameras of all forms.**