

SCHOOL POLICY REGARDING MOBILE PHONES

Introduction:

This policy sets out the School's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by pupils while they are at school. The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and mp3 players by pupils, and thereby to protect the School's staff and pupils from undesirable materials, filming, intimidation or harassment.

Note: For the purposes of this policy, all references to 'mobile phones' should be taken to include camera phones and mp3 players, even those, which do not incorporate communications technology.

This policy will operate in conjunction with other policies including the Pastoral Care Policy, *E-Safety Policy* and *Internet Acceptable Usage Policy*.

The Policy:

1. The School strongly advises that mobile phones should not be brought into school at all. Pupils have no legitimate need to use a mobile phone at all during the school day.
2. The School accepts that there may be particular circumstances in which a parent wishes their daughter to have a mobile phone for their journey to and from school.
3. Where a mobile phone is brought into school, it is entirely at the pupil's & parents' own risk. The School accepts no responsibility for the loss, theft or damage of any phone, mp3 player or other mobile device brought into school.
4. Mobile phones, which are brought into school, must be turned off (not placed on silent) and stored out of sight immediately the pupil arrives at the school building. They must remain turned off and out of sight until the student has left the school site at the end of their day.
5. If a member of staff sees a mobile phone, that member of staff will be required to confiscate it immediately. The member of staff will take it straight to the school office for safe storage, or store it in a locked, safe area and take it to the office at the earliest opportunity, clearly communicating to the office personnel the name of the pupil.
6. When a mobile phone is confiscated, her Head of Year will record the matter on the pupil's behaviour log.
7. A letter will be posted home to the parent or carer requesting that they collect the phone following the 24-hour confiscation period (If a phone is confiscated on the last day of the school week, it will be available for collection on the first school day of the following week).
8. In order to collect the phone, a letter will be sent home. This letter must be presented at reception and the phone will be returned.
9. Any pupil who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by her Head of Year or a member of the Senior Leadership Team and the refusal will be treated as a disciplinary matter.
10. It is forbidden to record photographic images (still or video) or sound recordings of staff or pupils at any time.
11. Any pupil caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents/ carer will be informed.

12. The school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.
13. The PE changing rooms are locked once pupils have left go to their activity and re-opened when they return. Pupils are responsible for supervising their own belongings during the time in the changing facilities. Pupils and parents should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms, hence the School's advice in point 1 above that mobile phones should not be brought into school at all, but especially on a PE day.
14. Where parents or pupils need to contact each other during the school day, they should do so only through the School's telephone system (via Reception or the Referral room) and not via pupil mobile phones.