

Mobile Phone Policy

1 – Rationale

Mobile phones have become an essential part of everyday life for most young people and many adults. Mobile phones are a vital form of communication. We do not intend to ban students from bringing them into College however failure by a substantial number of students to adhere to this policy will result in a complete ban of mobile phones in college.

We are restricting the use of mobile phones in college to

- enable our students to focus fully on their learning, to maximise their opportunity to achieve brilliance.
- Mirror the world of work
- Avoid bullying through use of phones and social media
- Protect the emotional wellbeing of our students

2 – Aims

The aims of this policy are to:

- Ensure personal safety
- Acknowledge and support parents' rights to provide their child with a mobile phone and for their child to carry it to and from school
- Recognise and endorse the right of all staff and students to teach and learn in an environment free from disruption
- Enhance Teaching and Learning

Mobile Phone – Policy into Practice

3.1 – Valuable equipment. It is strongly recommended that valuable items are not brought into college. The college will not accept responsibility or liability for loss, or damage to, valuable items which are brought in to college.

However, the school recognises that students with the approval of their parents may wish to bring a mobile phone to college. When mobile phones are brought into college the following rules apply

3.2 When and where can they be used? Mobile phones may be used at the following times

- Before the bell for mentor time in the Dining Hall, outside and student social areas, not the corridors, stairs or classrooms
- During break time in the Dining Hall, outside and student social areas, not the corridors, stairs or classrooms
- During lunch time in the Dining Hall, outside and student social areas, not the corridors, stairs or classrooms

- After college in the Dining Hall, outside and student social areas, not the corridors, stairs or classrooms
- In class, strictly with the clear permission of the teacher, planned by the teacher as a means of teaching part of the curriculum
- In school in an emergency, with the clear approval of a member of staff

At all other times, mobile phones must be in school bags, switched off (not on 'silent') and out of sight.

3.3 What are the rules?

1. There must be no illegal photographing, videoing or recording

- a. The photographing, videoing or recording of a member of staff, other student or other person, without their permission, is unacceptable, illegal and therefore prohibited
- b. It is also an offence to distribute the image or recording, to any other person by any means, eg mobile phone, e-mail, social networking site etc
- c. Inappropriate material should not be accessed at any time

2. Emergency contact to and from parents and carers should be made through the college, not by mobile phone.

- a. Students who feel unwell should contact home via the main office and not use their mobile phones. This allows the office staff to monitor the student while they wait to be collected.
- b. In general parents should not contact students by mobile phone during the school day, but if it is necessary to do so, this should only be before college, during break time and lunchtime or after college. The students phone should be switched off and a message can be left.

3. Discipline procedures will apply

- a. If a student has their phone out on the corridors, stairs or in a lesson the staff member will confiscate the mobile phone. The phone can be collected at 3.15pm the following day from the office
- b. If a student fails to give their phone to the member of staff a member of the Senior Leadership Team will be informed and confiscate the mobile phone. The phone can be collected at 3.15pm the following day from the office.
- c. If a student fails to give their mobile phone to a member of the Senior leadership team the student will be in inclusion for the rest of the day (Inclusion has a 'No Mobile Phones' policy). Parents would be expected to collect the phone from college and have a meeting with a member of the Senior Leadership Team.

4. Regulations for Examinations and Pre Public Exams (PPEs)

- a. It is strictly forbidden to take mobile phones or any digital audio device into the examination room
- b. If students do so the examination board will consider this to be an attempt to cheat and the examination entry for that subject may be cancelled

- c. Switching a phone off or taking out the battery will not be enough to avoid this sanction
- d. Examinations for other subjects may also be affected if the phone makes a noise and disrupts the exam
- e. Students must turn their phones off and leave them in their bags during the examination. Students bags are not taken into the exam; they are locked away for safety.

The following subjects will allow the use of mobile phones to aid learning for the following reasons, the teacher will ensure it is clear to students when mobile phones can be used.

Media – whilst filming material for projects

Photography – whilst taking photographs for projects

Science – whilst completing research or during class quizzes, for example Kahoot

Smart Watches

Smart watches are not allowed on the college premises.

- a) If a student has a smart watch on the premises. A staff member will confiscate the it. The watch can be collected at 3.15pm the following day from the office
- b) If a student fails to give their smart watch to the member of staff a member of the Senior Leadership Team will be informed and confiscate the smart watch. The smart watch can be collected at 3.15pm the following day from the office.
- c) If a student fails to give their smart watch to a member of the Senior leadership team the student will be in inclusion for the rest of the day (Inclusion has a 'No Mobile Phones/smart watch' policy). Parents would be expected to collect the smart watch from college and have a meeting with a member of the Senior Leadership Team.