



Mobile Phone Policy

Students **are not** allowed to use their devices, or have headphones in sight, anywhere in the school unless directed by a teacher to use them for a specific task. If they are seen by a member of staff, they will be confiscated immediately and given to Reception who will add a behaviour point on SIMS.

When on school premises devices should be turned off and away. This includes headphones that should be stored in the student's bag or locker. The exception to this rule is Year 12 and 13 who may use their devices in free classrooms, the Sixth Form study area, and the Sixth Form common room.

Devices must not be used in any other part of the school (e.g. corridors). Sixth Form students are reminded that they act as role models to the rest of the school.

Year 7 students must not bring into school mobile phones or watches with internet access or a camera. Any pupils found with such devices will have them confiscated* and their parents will have to collect them.

* See confiscation below

Policy

Students and staff must be aware that:

- Students are not allowed to use cameras to film footage, capture photos or record audio of staff or fellow pupils without the express permission of a member of staff. Images of staff may not be shared under any circumstances.
- No student is allowed to upload to any external site any media footage taken in school (e.g. video, photos, audio, etc.) taken in school without express permission from the Headteacher
- If students need to contact their parents/carers, and vice versa, they should speak to Reception. No direct communication with parents/carers is permitted.
- Sixth Form students may only listen to music (at a quiet level) using headphones in the Sixth Form Study Centre. However, students are strongly encouraged to avoid listening to audio when completing a task, as it reduces cognitive capacity. Students may not listen to music using headphones whilst completing a set task in class (e.g. revision).
- There can be no expectation that students will have a device/smart device when planning lessons and the use of a device/smart device should be avoided where possible. If it is necessary for students to use their device/ smart device then this must be supervised closely and devices must be turned off immediately upon completion of task.
Teachers must not set cover work which includes the use of device/smart devices. However, KS5 teachers may set work which requires the use of a device/smart device to access online resources.

Confiscation

If a student does not adhere to this policy, the following actions will happen:

- **The device will be confiscated** and handed in to Reception who will add a behaviour point on SIMS.
- School staff can confiscate, retain or dispose of a pupil's property as a disciplinary penalty in the same circumstances as other disciplinary penalties.

Stages

Stage 1: First offence

- The device is confiscated immediately and given to Reception who will add a behaviour point on SIMS.
- The student may then collect the device from Reception at the end of the school day.
- Reception will inform parents/ carers that the device has been confiscated and of the next stage.

Stage 2: Second offence

- The device is confiscated immediately and given to Reception who will add a behaviour point on SIMS.
- Reception will inform parents/ carers that the device has been confiscated and of the next stage.
- Parents will be asked to collect the device from Reception by 4pm on that day. If a parent is unable to collect the device at this time the device will be stored securely until they can.

Stage 3: More than two offences

- The device is confiscated immediately and given to Reception who will add a behaviour point on SIMS.
- Reception will inform parents/ carers that the device has been confiscated and of the next stage.
- This will result in the student receiving a temporary or permanent ban from bringing their device to school.

Please note that in the case of serious breaches of this policy the school has the right to skip stages including the right to ban a student from bringing their device to school with immediate effect.

The school has the right to apply the thresholds set out in Appendix 4 of the Behaviour Policy as appropriate.

The school accepts no responsibility for devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.