



Mobile Phone Policy 2023-24

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.

When on school premises devices and headphones should be turned off and away. 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 and Year 8 students must not bring into school mobile phones or watches with internet access or a camera. Any students found with such devices will have them confiscated* and they will receive a 60 minute Centralised Detention. Parents/ carers will be informed.

* 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 students 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 when planning lessons and the use of a device should be avoided where possible. If it is necessary for students to use their 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 a device. However, KS5 teachers may set work which requires the use of a device to access online resources.

Confiscation

Schools' general power to discipline enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

Stages

Stage 1: First offence

- The device is confiscated immediately and given to Reception who will add a negative point on Class Charts.
- 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 2: Second offence

- The device is confiscated immediately and given to Reception who will add negative points on Class Charts and log a 60 minute Centralised Detention.
- 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 negative points on Class Charts and log a Headteacher Detention.
- 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.
- This may result in the student receiving a permanent ban from bringing their device to school for the remainder of the academic year.

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