



## MOBILE PHONE / ELECTRONIC DEVICES POLICY

Last Review:	Oct 2018
Committee:	SLT
Date Ratified:	3/10/2018
Next Review:	Oct 2021

### 1. Rationale

1.1. Mobile phones and other personal electronic devices are now part of everyday life. As a school, we must adopt a sensible and practical approach. We understand that many parents wish their children to carry a mobile phone for their personal safety.

1.2 It is worth noting that there may be health concerns connected with the use of mobile phones and other personal electronic devices and the general availability of these devices can also increase the occurrence of negative behaviour, e.g. cyber bullying.

1.3 This policy should be used in conjunction with the ICT Policy, the Online Safety Policy, the ICT Code of Conduct, the Behaviour for Learning Policy and the Anti-Bullying Policy.

1.4 This policy covers the bringing into school of mobile phones and other personal electronic devices.

1.5 This policy is applicable to students in Years 7-11. Sixth Formers are expected to use their mobile phones/other electronic devices discretely and primarily for purposes of study.

### 2. The Use of Mobile Phones in School

2.1 Students, at parental request, are allowed to bring a mobile phone into school but this is only for on their way to and from school.

2.3 Phones must be switched off and out of sight (in a bag or locker) during the school day, that is all of the time whilst on school premises. They must not be used for any purpose including to make calls, take or send pictures or access the internet.

2.4 Oldfield School accepts no responsibility for the loss or damage to the phone and it is recommended that, if brought to school, it is clearly labelled, as with all possessions brought to school.

2.5 Parents must not contact their children during the day by mobile phone, (the school office is able to take these messages).

2.6 Students who become ill during the day must not use their mobile phones to contact parents; they should use the established procedure via the school office.

2.7 If a student abuses the code of conduct by using their mobile phone inappropriately, the following sanctions are then applied -

#### **STAGE 1**

- Phone confiscated and returned by Head of Year/AHT at the end of the school day.

#### **STAGE 2**

- Phone confiscated and returned by Head of Year/AHT at the end of the school day.

#### **STAGE 3**

- Phone handed in/collected from reception until the end of the week.
- SLT detention
- Letter and HOY phone call home.

#### **STAGE 4**

- Phone handed in/collected from reception until the end of the week.
- SLT detention
- Letter and SLT phone call home.

#### **STAGE 5**

- Phone handed in/collected from reception until the end of the week.
- SLT detention
- Letter and Half-day isolation

2.8 Students in Years 7-11 are reminded of this policy annually.

2.9 All offences are recorded in a log book that is located in the Main Reception as well as on SIMS.

### **3. Other Personal Electronic Devices**

Acceptable use of other electronic device is allowed for purposes other than communication and accessing social media, for example laptops and e-readers.

Oldfield School accepts no responsibility for the loss or damage to any electronic devices brought into school and it is recommended that, if brought to school, they are clearly labelled, as with all possessions brought into school.

### **4. The use of mobile phones/other electronic devices in public examinations**

4.1 Mobile phones/other electronic devices, **must not**, under any circumstances, be taken into public examinations.

4.2 If a student is found to have a mobile phone/electronic devices in any public examination or controlled assessment, it will be dealt with in accordance with the JCQ examinations guidance.

## **5. Monitoring and review**

5.1 All members of staff will monitor the use of mobile phones, and other personal electronic devices in accordance with this policy.

5.2 On a regular basis we will review the situation to check that the policy is appropriate and workable.