



Trinity High School

& SIXTH FORM CENTRE

An Independent State Funded Academy

MOBILE PHONE POLICY

To be read in conjunction with:

- *E-Safety Policy*
- *Internet Acceptable Use Policy*
- *Examination Policy*

Reviewed:

Adopted by Governing Body:

Review date:

Policy Responsibility:

October 2017

tbc

October 2018

Mr G Stewart



MOBILE PHONE POLICY

Rationale

This policy sets out the School's framework governing what is deemed to be acceptable use of mobile phones. The purpose of this policy is to promote effective teaching and learning and to prevent unacceptable use of mobile phones and similar devices by students, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with other policies including the 'E-Safety' policy and 'Internet Acceptable Use' policy. It is recognised that these documents must be reviewed and revised regularly in response to the ever-changing ICT environment at the School.

The Policy:

1. The School strongly advises that mobile phones should not be brought into school.
2. The School understands a parent's wish for their child to have a phone for their journey to and from school. However, parents and students should understand that this is entirely at their own risk as the School accepts no responsibility for loss, theft or damage of any phone, mp3 player or device brought into school.
3. Mobile phones that are brought into school should be turned off (not on silent) **before entering the school site** and kept out of sight. Any student using their phone (except in point 7) will have their mobile phone confiscated. All confiscated phones will be handed into Student Services. They will be either returned to the student at the end of the day or to a parent/carer depending upon the nature of the incident. This will be at the discretion of the relevant Head of Year.
4. Any student who refuses to hand over a mobile phone when requested will be removed from lessons by a member of the senior leadership team and it will be treated as a disciplinary matter.
5. It is forbidden to record photographic images (still or video) or sound recordings of staff or students without their explicit permission. Furthermore, any student 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 will normally be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. The child's parents will be informed and the Governing Body may be notified.

6. As part of the School's Internet Acceptable Usage Policy and E -Safety Policy, the School reserves the right to confiscate and search where there is a reasonable suspicion any phone that it may contain undesirable materials including those that promote pornography, violence or bullying.
7. As young adults, Sixth Form are permitted to use mobile phones within the common room only. Under no circumstances should calls or texts be made or received during lessons or in the corridors.
8. A holding facility is provided for students to store their mobile phone during PE lessons. Students not making use of this facility do so at their own risk and are reminded that neither staff nor the School can be held responsible for the loss of or damage to a phone. It is advised that mobile phones are not brought into school especially on a PE day.
9. Communications between parents and students during the school day should only occur through the School's official communication channels and not via a student mobile phone. Parents are expected to contact our Reception or Year Office whilst students wishing to contact home must report to the Year Office.
10. Under no circumstances should mobile phones be taken into any external examination. This includes those that are turned off within a bag or coat. A holding facility is provided for students to store their mobile phones for the duration of the examination (see Examination Policy). Any student who is found in possession of a mobile phone will be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations.