

## Mobile Technology Acceptable Use Policy (JUNE 2018)

The term 'Mobile Phone' covers all portable technological devices including (but not limited to) mobile telephones, smart watches, tablet devices, and other mobile technology. It also applies to the use of personal headphones, wireless speakers and ear buds.

- Mobile phones may be brought to school but at the students' own risk.
- The school's insurance only covers students' mobile phones when the phone is in the care of a member of staff.
- **Mobile phones must be switched off and remain out of sight at all times whilst inside the school buildings and whilst on the main drive through school.**
- **Headphones are not to be used whilst inside the school buildings and whilst on the main drive through school.**
- For PE and games lessons mobile phones (and any other valuables) should be placed in the valuables box at the start of the lesson or in the lockers provided. This is the responsibility of students.
- During all public examinations, students are responsible for ensuring that they do not have their phones with them. Students are responsible for ensuring they are securely stored away from exam rooms.
- **If any member of staff asks a student to put their phone away, students are expected to comply without debate. This may include whilst outside the buildings if the member of staff deems the use to be inappropriate at that time.**

### Acceptable use:

- If a teacher asks a student to use their mobile phone as part of a lesson.
- Mobile phones may be used during break or lunchtime outside of the school buildings and away from the main drive, and when waiting for buses in the bus shelter area.
- On a curriculum trip to contact parents about return times or in the event of an emergency.

### Unacceptable use:

*To be read in conjunction with the 'ICT Acceptable Use Policy' and the 'Bullying Policy'.*

- Using phones anywhere on the school site for calls, texting, playing games or for any other reason **during lesson time**.
- Using mobile phones whilst walking to and from school, especially when crossing roads.
- Using mobile phones whilst walking around school, especially when in congested areas, and areas that traffic can access.
- **MOBILE PHONES MUST NOT BE USED ON THE MAIN DRIVE AT ANY POINT.**
- Mobile phones are not to be used in the canteen OR INSIDE ANY SCHOOL BUILDING AT ANY POINT DURING THE SCHOOL DAY.

### Sixth Form use:

Mobile phones can be used by Year 12 and Year 13 students on the Sixth Form site, provided they are not used when walking around the buildings or across the car park.

On the MAIN SITE, students in Year 12 and Year 13 are subject to the same rules as other students with the following exceptions: In Room 1 or in the Library during study periods, Sixth Form students

may use their mobile phones for study, UCAS or other similar reasons. They may also use headphones to listen to music privately. Phones and headphones may also be used in appropriate, departmental areas where staff have given permission for students to do so.

SIXTH FORM STUDENTS MUST NOT USE MOBILE PHONES IN THE CORRIDORS. PHONES SHOULD BE OUT OF SIGHT WHEN MOVING AROUND THE MAIN SITE. YEAR 12 AND YEAR 13 ARE EXPECTED TO SET AN EXAMPLE FOR YOUNGER YEARS TO FOLLOW.

**Sanctions:**

For incidents of unacceptable use, the phone will be confiscated and handed in to reception.

In the first instance, the student should collect their phone at the end of the school day. If the phone is confiscated during the last lesson of the day, it can be returned at the end of the lesson.

In the second instance, the phone should be handed to reception and the Headteacher will send a letter home. The parent/carer will then have to make an appointment with the Headteacher's PA to arrange a suitable time to come in to school to collect the phone.