

16 February 2011

Dear Parent

**Re: Review of Mobile Phone Policy**

We regularly review our policy and practice and I want to take this opportunity to advise you of developments in our Mobile Phone Policy. I am communicating to you specifically about this policy in response to what our students have shared, how important their mobile phones appear to be to them and so that we have no confusion about expectations going forward.

It is certainly the case that all who own a mobile value it greatly and many would find it hard to contemplate being without it. Our young people are no different, but we have felt that use during the school day has become excessive in some instances. Our review of policy and practice thus gives us the opportunity to remind students that:

- mobiles must be switched off during lesson times;
- mobiles must not distract from learning;
- mobiles must not be used to cause injury or upset to anyone;
- mobiles must be used responsibly and no person's safety must be put at risk as a consequence;
- mobiles are permitted because they can assist safe travel to and from school.

The policy makes clear to students all circumstances in which mobile phones can be used and consequences for not adhering to these expectations. I believe this clarification will be of assistance to all, hence the reason I attach our reviewed policy which our student representatives have had opportunity to comment upon and influence.

Thank you for your support in enforcing these expectations with your child / children. This Policy becomes immediately operational.

Yours sincerely



Kathleen M. Higgins  
Headteacher

## **MOBILE PHONES – POLICY STATEMENT**

### **1.0 Context**

We recognise that mobile phones are now an important aspect of everyone's life and have considerable value, particularly in relation to individual safety. We therefore permit students to bring mobiles to school but use is to be limited and restricted in order that learning and well-being in school are not adversely affected.

### **2.0 Aims**

- 2.1 As a school community we aim to educate students in the responsible use of technology.
- 2.2 This Policy aims to promote safety and well-being whilst ensuring no adverse effect on learning and relationships during the school day.

### **3.0 Guidelines to promote safety, well-being and learning during the school day**

- 3.1 Phones must not be used for any purpose (e.g. phoning, texting, 'surfing' the internet, taking photos, checking the time, taking videos recording voices) during lessons. At no time should images be taken (photo / video) or recordings made.
- 3.2 Phones must always be switched off (not on 'silent' mode) and kept out of view during lessons
- 3.3 Headphones must not be worn during lessons
- 3.4 Students must not use phones (or MP3 players) to broadcast music
- 3.5 If phones are used at incorrect times, phones will be confiscated and will be returned after two school days. If students dispute this, or persistently use their phones inappropriately, the student's parent / carer will be asked to collect the phone from the School Office
- 3.6 Phones must not be taken into examinations
- 3.7 Whilst the school gives permission for phones to be brought on to the site, responsibility for the phone rests with the student and the school will take no financial responsibility for loss or damage. The school also bears no such responsibility for confiscated items
- 3.8 It is the responsibility of parents and pupils to ensure mobile phones are properly insured

- 3.9 If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter. Personal mobile phones must not be used. In an emergency parents / carers who need to contact a young person should phone the School Office and a message will be taken to the student. Parents / carers should not be contacting students during the school day via the mobile phone
- 3.10 Mobile phones must not be used to cause hurt or upset to any member of our school community e.g., 'cyber bullying'. No one should be referred to in a negative / derogatory way. No images should be taken and / or used without the consent of the person
- 3.11 Students need to acknowledge that it is a privilege to be permitted to bring mobile phones to school and abuse of this policy may lead to a curtailment of this privilege.
- 3.12 All staff will enforce the guidelines consistently and all staff will be role models. As such, staff will not use their mobile phones during lessons for social / domestic reasons.

#### **4.0 This Policy Statement should also be read in conjunction with**

- Anti-Bullying Policy
- Behaviour Policy
- Internet Safety Policy

#### **We will be successful when**

- all students use their phones responsibility and only in-line with guidelines above;
- there exists no loss of learning due to the use of mobile phones;
- there exists no disrespectful behaviour or no instances of bullying as a consequence of using mobile phones;
- this policy is consistently implemented.

Review Date: January 2012