

CODE OF USE FOR MOBILE PHONES

We recommend that mobile phones are **not** brought to school as they are not essential. However, if you wish your child to bring one to school a copy of this code of use should be signed by parents, the number given and returned to the form teacher before mobile phones can be brought to school. Unless this has been signed they must not be brought to school. Any unauthorised phones or use of phones will lead to it being confiscated for the day, if this has happened more than once it will then only be returned following contact with parents.

1. Mobile phones* must be switched off in all lessons, assemblies, interviews, tests and examinations.
2. Voice, text messages, pictures or videos should never be sent or received in lessons, assemblies, interviews, tests and examinations. The Exam Boards stipulate that any use of phones in examinations will lead to disqualification.
3. Mobile phones should never be used when moving between lessons they should only be used at break, lunch in an **emergency** when a member of staff can not be found for assistance.
4. Personal mobile phones that incorporate cameras must not be used to take photographs or videos in any circumstances, or at any time, in any situation except for educational reasons with the explicit permission of a teacher.
5. Personal mobile phones that incorporate voice recorders must not be used with this function at any time except for educational reasons with the explicit permission of a teacher.
6. Mobile phones should not be used on school transport and should be switched off during the journey. Using them on the coach could be distracting for the driver.
7. Parents should not be contacted during the school day by pupils on school matters without the permission of a teacher. In **emergencies** a teacher or another member of staff is always available. For any need that requires a contact home a student must go to Student Reception and ask for assistance.
8. During school time pupils must follow the correct procedures for leaving the school site and must not use their mobile phone to contact their parents direct. They should report to the medical room or front office. Parents will then be contacted. The pupils will be allowed to leave for medical appointments on production of a letter from parents.
9. Pupils should not use their mobile phone for any form of bullying or any illegal activity. If this is suspected then it will be investigated and parents involved using normal school processes. If the bullying took place outside school but impacts on pupil attitude and behaviour in school, it is of school business. In

extreme circumstances the police or the child protection officer may be involved.

10. Pupils must realise that bringing an expensive mobile phone to school is a risk. Theft is always possible. Parents must realise the loss or theft of a mobile phone is the responsibility of the parent or pupil and not of the school. It is the responsibility of the student not to leave their mobile phone unattended in a bag or in the changing rooms. In PE activities mobile phones should be handed to a teacher.
11. All mobile phones brought to school should be clearly marked for security purposes in permanent marker
12. The school reserve the right, as part of an investigation, with the agreement of the pupil, to search the contents of a mobile phone memory. If agreement is not reached the mobile phone will be confiscated until a parent agrees to the memory search.
13. Any breach of points 1 to 9 will mean that teachers will confiscate the mobile phone and the pupils may ultimately lose the privilege of bringing it to school.

*For mobile phones please read any form of electronic communications equipment.

MOBILE PHONE USE *(Please return to the Front Office)*

Mobile Phone Number:

NAME: (Print)..... **FORM:**

HOUSE:.....

I have read the accompanying Code of use for mobile phones and I agree to the conditions of the code of use for mobile phones and accept the risks explained in points 11 to 14.

Signed: **Parent** **Date:**

Signed: **Pupil** **Date:**