

Mobile Phone and Electronic Devices Policy 2016

We understand the valuable role that mobile phones/devices can play in providing contact and security when girls are travelling to and from school. Mobile phones may also be used during the school day when seated at lunchtime only.

There are clear guidelines for the use of mobile phones and other electronic devices use in school:

- Phones/devices must be turned off in lessons unless permission has been given by the teacher to use this technology as part of the learning process. Phones must be kept in school bags or lockers at all times other than when seated at lunch; it is not permitted to walk around the school site carrying a device due to risk of breakage and the distraction it causes
- Students should not be using their phone when walking round the site, the use of phones is only allowed when the student is sitting down. Headphones should not be worn, or seen when walking round the school site
- Phones may not be used in; the Learning Resource Centre, Holt Cafe, Holt building, at clubs, or in the science labs
- When using phones or devices during the permitted time all students must have their phones on silent or vibrate
- No listening to music in lessons
- Every student is expected to bring a calculator to school every day as part of their equipment, a phone may not be used as a calculator
- If parents or guardians need to be contacted due to illness, it must be done through student support
- Mobile phones/devices should not be used to take photographs or videos of staff or students
- Mobile phones/devices should not be used to post messages/images on social networking sites

If a mobile phone/device is used in lessons without the consent of the teacher or used inappropriately at lunchtime it will be confiscated until the end of the day when the student can pick it up from student support. Parents will be informed that there has been a confiscation. However on the third confiscation, the parent/guardian will have to come to collect it; as parents/guardians will have been informed on the previous two occasions this gives them time to discuss with their child the consequences of any future confiscations. This is a change to current policy.

If a student has their phone or headphones out of their bag or locker outside of being seated at lunchtime, they will be issued with a 30 minute lunchtime detention in S9, in line with the current uniform detention system.

If you need to contact your child urgently please leave a message with reception and if a child is unwell student support will ring you directly which is no change from the current arrangements.

We understand that for the vast majority of families, the only contact needed during the school day is if there are changes to end of day arrangements; the ability to use phones during lunchtime gives sufficient opportunity for parents and students to notify each other of any such changes.