

MOBILE PHONE POLICY

Students are strongly discouraged from bringing mobile phones into school and are reminded that school cannot be held liable for any loss/damage or theft of such electronic equipment.

- In the event of an emergency requiring a pupil to make contact with a parent/guardian they must use the school phone in the Main Office.
- In the event of illness, pupils are required to report to Medical Liaison Officer via their Class Teacher. In the absence of the Medical Liaison Officer, the Class Teacher will contact the Pupil Hub and a pupil's parents/guardians will be contacted.
- Parents/Guardians are asked to refrain from contacting their sons/daughters directly by mobile but rather to use the school phone (028 37522023) to have a message conveyed to their son/daughter by one of the school secretaries.

Should a student decide to bring a mobile phone into school, the following guidelines must be adhered to:

- Mobile phones should be charged **before/after school only** and never during class time.
- Mobile phones are not permitted during Rota class in the main school study Room.
- Mobile phones should not be visible from blazer pockets for the duration of the school day.
- The device must be turned off between 8.55am and 3.25 pm unless instructed by a teacher to use for educational purposes.
- Any mobile phone seen in a pupil's possession /in use /known to have been used will be confiscated by staff.
- Any pupil refusing to hand over a mobile phone, including SIM card, will be dealt with as at Section 7a) of the Positive Behaviour Policy.
- At no time should a device be used to take images of any student or member of staff without staff permission. Pupils are strictly prohibited from uploading any images captured during the school day or while representing the school. This includes journeys to/from school and during extra-curricular activities. Any pupil found to do so will have the relevant sanction imposed.
- Confiscated mobile phones **will not be returned for at least 24 hours. Items confiscated on a Friday will not be returned until the following Monday, at the earliest.**
- Only a member of the Senior Leadership Team / Principal is authorised to return a confiscated device to parents/guardians or designated adult at the end of the 24 hour confiscation period.
- The Board of Governors reserves the right to insist that any footage known to have been recorded on school premises or involving pupils in our school uniform be deleted before the confiscated device is returned.

This policy is linked to the school's Child Protection / Digital Safety Policy.