

# MOBILE PHONE POLICY

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NAME OF POLICY / PROCEDURE	EHS MOBILE PHONE POLICY
Issue date	March 2020
Review date	March 2021
GB committee responsible for the policy / procedure	Curriculum Committee
Staff member responsible for writing, reviewing and updating the policy / procedure	EHS policy author - AS
Person responsible for monitoring implementation of the policy / procedure	Monitor - AS
Workload impact assessment (see below)	Teacher Workload Impact - High

## TEACHER WORKLOAD IMPACT ASSESSMENT

- High impact:** Policy implemented by teachers on a daily / weekly basis
- Medium impact:** Policy implemented by teachers on a monthly / termly basis
- Low impact:** Policy implemented by teachers on an annual basis
- n/a** Policy is not implemented by teachers





# MOBILE PHONE POLICY

## CODE OF CONDUCT FOR THE USE OF MOBILE PHONES

1. All mobile phones must be switched off and out of sight during lessons and should not be seen at any point in the school building.
2. Any student who is seen on their mobile phone in the school building will have it confiscated and risk being banned from bringing it to school.
3. Students who bring a mobile phone to school do so at their own risk. The school is not responsible for theft, loss or damage to mobile phones or any other personal property.
4. External examination board regulations state that mobile phones are not allowed in an exam room, even if they are switched off and out of sight.
5. The sending of offensive and malicious calls and messages is harassment. This will be dealt with under the school's anti-bullying policy. Mobile phone companies can trace the sender of offensive messages and images. The school will co-operate fully with any police investigations.
6. It is forbidden to use mobile phones and other devices to photograph, film or sound record any other student or adult anywhere on the school site. This is an invasion of privacy and will lead to confiscation of equipment and possible exclusion from school. Sharing or transmission of images, for example on the Internet, may be illegal
7. and the school will co-operate fully with any police investigations.
8. Students should not use mobile phones to contact home during the day. A member of staff will make any essential calls, for example if a student is unwell and needs to be taken home. Parents who wish to contact a student in an emergency during the day should call the school office.
9. Students are reminded of the risks associated with unregulated chat rooms accessed from a phone.

