

Guidelines on mobile devices in school

The following procedures apply to all pupils:

- For the purposes of these procedures the school day is defined as 8.45 am until 3.40 pm (2.40 pm on Tuesdays) when a pupil is in the school building. This includes, time before school when pupils are travelling from public areas to their form rooms/assembly and lining up/waiting for registration/assembly; time after school when pupils are leaving their final lesson, until they leave the school buildings. No pupil should **ever** use a mobile phone when on the corridors of the school, including before and after normal lesson time. Mobile phones may be used on the yard and in the restaurant/quad until pupils leave to go to form/assembly but this must never make a pupil late for form/assembly.
- Mobile phones must be switched off and placed out of sight in bags during the school day.
- Any phone that is used, switched on or in sight during the school day will be confiscated by the member of staff and sent promptly to the Finance Office.
- The Finance Office will text parents to inform them of the confiscation and log the confiscation in the confiscation file and deposit the phone in the strong room until it is collected.
- Mobile phones will be returned to either:
 - the pupil on the following or subsequent day after 3.30 pm at reception, upon receipt of a signed note from a parent/carer;
 - in person to a parent/carer who calls into reception to collect the phone.
- Parents who need to contact their child during the school day must do so through the school switchboard on 01772-326900 and never by mobile phone.

Images

Pupils are not allowed to make images of pupils or members of staff, with any electronic device, without the explicit permission of a member of staff and the subject(s) involved.