

# MOBILE PHONE POLICY

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The School recognises that there are times when it is genuinely appropriate and useful for students to have access to a phone – for example, to contact parents in emergencies, or to confirm or change a collection time after drama or music rehearsals or sports practice. However, it is not necessary, nor acceptable, for mobile phones to be switched on or used during lesson or study times.

As a general rule, mobile phone use by students should only be in cases of emergency or genuine need.

Any student who is feeling unwell at School and needs to go home, must arrange this through the appropriate Sick Bay. **Under no circumstances may students use mobile phones to contact home and make arrangements to leave except through the Sick Bay or Sub-School Reception.**

The following 'common sense' rules apply with respect to mobile phones:

- Courtesy, consideration of and respect for others, are paramount at all times.
- They are brought to and kept at School, and used entirely at their owner's risk. The School cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone use. Students and parents should recognise, however, that mobile phones are a highly prized target for theft and, accordingly, phones should always be stored in a safe and secure place e.g. locker with a padlock.
- Parents and students should ensure that such phones are properly and adequately insured as personal property.
- Mobile phones must be switched off during lessons, assemblies, chapel services, private study times or during examinations and when they are stored in a locker i.e. They should not be used in any manner or place that is disruptive to the normal routines of the School or to other people. Usage includes the sending and receiving of text messages, data or images.
- Students are not permitted to use mobile phones during field trips, excursions or other off-campus supervised activities. Arrangements will be in place for communication with staff members in the case of an emergency.
- Mobile phones are not to be used as the means of taking or transmitting digital images or audio images and/or recordings of School staff and/or fellow students. A breach of this rule will be considered by the School to be an especially serious breach of the Mobile Phone Policy.

**Non-observance or breaches of these rules will result in the mobile phone being confiscated and privileges restricted or withdrawn. Confiscated mobile phones will need to be collected from Sub-School Reception by the parent/guardian of the student.**