

## **THE USE OF MOBILE PHONES, SMART WATCHES AND OTHER ELECTRONIC DEVICES**

The rules regarding the use of mobile phones, smart watches or other electronic devices are as follows:

### **KS3 and KS4 STUDENTS (Years 7, 8, 9, 10 and 11)**

- Smart watches should only be used for checking the time. Any repeated use of a smart watch for other purposes during the school day including at break and lunchtime may result in confiscation of the watch.
- Any mobile phone or electronic device must be switched off and in a bag at all times during the school day ***including at break and lunchtime*** and at any time when the owner/user is on the school premises.
- Any mobile phone or electronic device may be turned on after school once the owner/user **has left the premises.**
- Emergency contact between a student and a parent/carer during the school day **must be carried out via reception only.**
  - In unforeseen circumstances, such as arranging transport after out-of-hours practices or rehearsals, mobile phones may be used only **with the express permission of the supervising member of staff.**

### **KS5 STUDENTS (Years 12 and 13)**

- Any mobile phone or electronic device must be switched off and in a bag during tutor time and timetabled lessons.

### **ALL STUDENTS**

- Any mobile phone or electronic device must be switched off and in a bag at all times when a student is in detention or is internally isolated.
- Photographs and video or audio clips must not be taken using mobile phones or any other electronic device. The school retains the authority to access and delete images and data held on a mobile phone or electronic devices if it is reasonable to suspect that they have been misused in school or during school activities.
- The only exception to the above will be if a member of staff authorises the use of such devices in a lesson to support learning in the classroom. For example, to photograph a finished product in order to upload the image for the purposes of coursework or to conduct necessary research.
- **Breaking the rules covering mobile phones, smart watches and any other electronic devices will result in immediate confiscation of the item and the student will receive a C2 after school detention as a consequence. Students will not receive a warning. If a mobile phone or other electronic device is seen or heard the student is required to hand it over straight away.**
- **If a student refuses to hand over their mobile phone, smart watch or electronic device they will immediately be removed from the lesson or registration time and internally isolated until they follow instructions as requested. They will receive either a C3 or C4 as a consequence depending on the length of time it takes them to cooperate.**
- The item will also be held in school in reception until the end of the school day. The owner of the mobile phone or electronic device will be able to collect it from reception from 3.45pm to 4.15pm and no later.

However, if a student has had a mobile phone or electronic device confiscated on three different occasions during the academic year, they will no longer be able to collect the item herself at the end of the school day. Parents will be notified and from then on, should there be a repeat occurrence, a member of the office staff will ring home to arrange a suitable time for the parents to come in and collect the relevant item on their child's behalf.

- As with all personal property, mobile phones and other electronic devices are brought into school at the owner's risk. If any smart watches are brought into school the same applies.