

Glenlola Collegiate School

“EXCELLENCE THROUGH COMMITMENT, CONTRIBUTION and CARING”

Mobile Phone / Digital Device Policy



1. Rationale

- 1.1 Glenlola Collegiate recommends that pupils do not bring mobile phones to school. However, we acknowledge that some parents may wish their daughter to have a mobile phone for use in cases of emergency. Mobile phones and other similar devices have many benefits but can be used inappropriately and may be targets for theft, used for cyberbullying or unfiltered access to the internet.
- 1.2 The School operates this policy for the safety and well-being of everyone in the School community.
- 1.3 The School reserves the right to ban all mobile phones/digital devices on its premises should pupils fail to co-operate with the following arrangements.

NB: Throughout this policy the term mobile phone* will be used to mean ‘mobile phone/other digital device’.

2. Policy

- 2.1 Pupils are permitted to bring a mobile phone* into School.
- 2.2 Whilst pupils are on School premises (i.e. from arrival into School until dismissal at the end of the day’s lessons or extracurricular activities), mobiles phones* should be turned off (not just on silent mode) and kept in their lockers.
- 2.3 Use of mobile phones* is expressly for the purposes of contact with home in the event of unforeseen urgent need or emergency, and they may only be used during break or lunchtime **within the locker area only**.

(Unforeseen urgent necessities might include a change to travel arrangements or cancellations of an event.)

- 2.4 It is important to note that if a pupil is unwell, she must report to the School Nurse in the first instance, and the School Nurse will contact parents if necessary.
- 2.5 The use of a mobile phone* camera/video facility is strictly forbidden unless permission has been granted by a member of staff.
- 2.6 Should a parent need to contact their daughter as a matter of urgency, we request that it be done through the School Office (tel. no 028 9147 5340).

3. Exceptions

- 3.1 Individual departments may permit some pupils to use their mobile phones* to support Controlled Assessment work in School but permission must be granted by the relevant member of staff e.g. in Art or Technology or within the Photography Club.

4. Sanctions

- 4.1 Should your daughter ignore or contravene this policy and she is found using her mobile phone* inappropriately, she will be asked to turn the device off; it will then be confiscated and placed in Reception for safekeeping to be collected in person by a parent/guardian (up to 4.30pm daily). On collection it will be necessary for the parent/guardian to sign for the return of the item.
- 4.2 In the case of repeat offences, additional sanctions may be applied in line with the Behaviour Policy.