

# Glenlola Collegiate School

*“EXCELLENCE THROUGH COMMITMENT, CONTRIBUTION and CARING”*

## Mobile Phone Policy



*Member of staff responsible for policy: Mr Brian Montgomery  
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## *Mobile Phone Policy*

In recent years, mobile phones have become well established as a feature of modern society. While they have a number of benefits, this technology also presents a number of challenges, including:

- Mobile phones interrupting lessons and disrupting the learning of others;
- Damage caused to mobile phones if dropped;
- Increasing the daily screen time that many pupils have which impacts on mental health, developing healthy relationships with others and participating in extra-curricular activities;
- Requirements from public examination boards regarding mobile phones in examination rooms;
- The ever-increasing sophistication of mobile phone technology, which increases the possibilities of inappropriate use, particularly with regard to video and photographic capabilities;
- The potential to use the mobile phone e.g. for texting whilst on silent mode or using the internet to access social media and/or inappropriate applications.
- The need for pupils to be responsible with regard to the care of their possessions;
- The negative impact of social media and cyberbullying.

The School recognises the benefits that mobile phones offer pupils and parents and realises that an outright ban would result in a loss of these benefits. However, it is the School's responsibility to promote the safe and responsible use of mobile phones during the school day. Whilst the School would prefer pupils not to have mobile phones in their possession and would rather pupils would use the existing telecommunications facilities on the site, we realise that this cannot cover the period when pupils are travelling to and from school. It is in this context that the following policy has been adopted.

Mobile phones are a part of modern society and the School accepts that many pupils will possess them. They are a useful tool, especially where the issue of safety during the journey to and from School is concerned and the School acknowledges that parents and pupils would want them to be available to achieve this.

However, teachers and pupils have a right to teach and learn in a school environment which is free from interruption by mobile phones and other such devices.

### **1. Rationale**

- 1.1 Glenlola Collegiate recommends that pupils do not bring mobile phones to school.
- 1.2 Pupils are reminded that they should go to the General Office if they need to contact their parents.
- 1.3 Parents are reminded that only **URGENT** messages may be transmitted via the General Office during school hours.
- 1.4 The School operates this policy for the safety and well-being of everyone in the School community.
- 1.5 The School reserves the right to ban all mobile phones on its premises should pupils fail to cooperate with the following arrangements.

### **2. Policy**

Should parents choose to permit their daughter to bring a mobile phone to school:

- 2.1 The School accepts no responsibility for mobile phones and undertakes no responsibility to investigate misplacement, loss or theft.

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- 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 (ie fully powered down) and kept in their lockers or **out of sight** in a pocket.
- 2.3 The 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**. (Unforeseen urgent necessities might include a change to travel arrangements or cancellations of an event.) At other times of the day, should it be necessary to contact a parent/guardian in the event of an emergency, pupils should report to Reception and use the school phone.
- 2.4 It is important to note that if a pupil is unwell, she must report to the School Nurse or, in their absence, the School Office in the first instance, and they 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. Where a member of staff gives permission, they will also clearly specify how the mobile phone is to be used and pupils should not use it for any other purpose.
- 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. In such circumstances pupils should only use their mobile phone as directed by the teacher. If they use the mobile phone in any other way, it will be confiscated.
- 3.2 Where a pupil asks to leave a lesson and permission is granted, the pupil's mobile phone should be left with the member of staff until their return to class. **Staff should record the time when a pupil leaves and returns to class.**
- 3.3 An exception will be made in cases where a pupil has been given special permission to keep their phone with them for particular health-related reasons as specified and agreed by the Head of Pastoral Care.

### **4. Sanctions**

- 4.1 Should your daughter contravene this policy she will be asked to turn the device off (ie fully power down the device). It will then be confiscated and placed in Reception for safekeeping. A parent/guardian may then collect it **at the beginning of the school day on the following day**. On collection it will be necessary for the parent/guardian to sign for the return of the phone. If the breach is of a serious nature the Headmaster may extend the period of confiscation or apply additional sanctions.
- 4.2 If the policy is breached on a second occasion, the mobile phone in question will be confiscated and placed in Reception for safekeeping. A parent/guardian may then collect it **at the beginning of the school day one full week after the date of confiscation**. On collection it will be necessary for the parent/guardian to sign for the return of the phone. If the breach is of a serious nature the Headmaster may extend the period of confiscation or apply additional sanctions.
- 4.3 If the policy is breached on a subsequent occasion, the mobile phone in question will be confiscated and placed in Reception for safekeeping. A parent/guardian may then collect it **at the beginning of the school day two full weeks after the date of confiscation**. On collection it will be necessary for the parent/guardian to sign for the return of the phone. If the breach is of a serious nature the Headmaster may extend the period of confiscation or apply additional sanctions.
- 4.4 Additional sanctions may be applied in line with the Behaviour Policy.
- 4.5 If a pupil's mobile phone has been confiscated, under exceptional circumstances the pupil may be provided with a School mobile phone for that night only. They will be required to sign in

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order to take the phone away and to return it on the following morning, once again signing as a record. If the phone is not returned, the School will seek to recover its cost from the parent.

### **Years 13 and 14**

It is recognised that Sixth Form pupils should have some privileges regarding the use of phones in School, so it is essential that they model the responsible use of such devices to their younger peers.

**The use of mobile phones is therefore permitted in the Senior School Centre, Snacks Balcony and Pen House during break and lunchtimes only.**

### **School Examinations**

- The Joint Council for Qualifications (JCQ) requires all exam centres to reinforce the rules and regulations about unauthorised items during external examinations. Potential technological / web-enabled sources of information such as mobile phones, iPods, MP3/4 players, smart watches or fitness trackers are not permitted in the examination room. If a pupil is found to be in possession of any unauthorised item after the start of the examination, the device will be retained and a full report will be submitted to the examination board, who will take the necessary action in accordance with the JCQ Rules and Regulations on Malpractice. This may result in a disqualification.
- As a result of the JCQ Guidance, pupils who are sitting internal school examinations are not permitted to be in possession of any potential technological / web-enabled sources of information such as mobile phones, iPods, MP3/4 players, smart watches or fitness trackers. If such a device sounds during an internal examination, even if no obvious advantage is gained, the device will be confiscated and the Headmaster informed.

### **Responsibility for mobile phones**

- The School accepts no responsibility for theft, loss, damage or health effects relating to mobile telephones or other electronic devices. It is the responsibility of parents and pupils to ensure mobile telephones are properly insured.