

Glenlola Collegiate School

“EXCELLENCE THROUGH COMMITMENT, CONTRIBUTION and CARING”

Mobile Phone Policy



Introduction

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.
- Disruption to normal sleeping patterns if nocturnal use is not regulated

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 and in so doing to protect pupils from their increasingly recognised negative effects. 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.

Teachers and pupils have a right to teach and learn in a school environment which is free from interruption and the distractions caused by mobile phones and other such devices.

1. Rationale

- 1.1 This policy aims to minimise the risk of disruption to learning in School.
- 1.2 Pupils are reminded that phone calls should only be made in cases of illness or emergency, or with a teacher's permission. In cases of emergency pupils should go to the General Office if they need to contact their parents, firstly securing the permission of a teacher if they are in class.
- 1.3 In order to enable School staff to carry out their duties efficiently, parents are reminded that only **URGENT** messages should be transmitted via the General Office during school hours.
- 1.4 This policy operates 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 co-operate with the following arrangements.

2. Policy

- 2.1 The School accepts no responsibility for mobile phones and undertakes no responsibility to investigate misplacement, loss, damage or theft.
- 2.2 Whilst pupils are on School premises (ie. 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

outside the lower ramp door. (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 or illness, pupils should report to Reception and use the school phone, only after firstly securing the permission of a teacher if they are in class.

- 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 in the context of a lesson and under teacher supervision. 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, it should be done through the School Office (tel. 028 9147 5340).**

3. Exceptions

- 3.1 Individual departments may permit some pupils to use their mobile phones to support Controlled Assessment or other 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 and under the supervision of the teacher. If they use the mobile phone in any other way a sanction will be imposed in line with this policy.
- 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/Learning Support Coordinator (SENCo).

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 and the pupil may then collect it **at the end of the school day.** On collection it will be necessary for the pupil to sign for the return of the phone. Two conduct points will be imposed by the member of staff at Reception when the phone is returned. If the breach is of a serious nature the Headmaster may impose a further sanction in line with the Behaviour Policy.
- 4.2 If the policy is breached on more than one occasion, further sanctions will be imposed in line with the Behaviour Policy.

Years 13 and 14

It is recognised that Senior School 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 Study Room 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, 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.
- Following the guidance outlined in the JCQ document ‘instructions for conducting examinations’ 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, watches or fitness trackers. If such a device is found in the possession of a pupil 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.