

# Mobile Devices Policy

1. This policy must be strictly adhered to and if mobile devices are seen, heard or used by students outside of the following rules, they will be confiscated for 5 school days. If this period spans a weekend, these will not be returned until the 5 school days have passed. Parents are asked not to put the staff in a difficult situation by asking for devices to be returned early when students have been in breach of school policy.

<b>Confiscation day</b>	<b>Device returned to student</b>
Monday	Friday
Tuesday	Monday of the following week
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday

2. Students must not use a mobile device or headphones anywhere in school during the school day, except under the specific direction of a teacher. For the purposes of this policy, the school day begins the moment the student enters the school grounds and ends at 3:20pm.
3. The only exception to the above rule is for Year 12 and 13 students, who may make reasonable use of their mobile devices in their designated social and study spaces.
4. Students must not photograph or record other students unless explicit permission is given by a teacher and consent is obtained from the students photographed. Students must show the resulting picture / footage to the teacher and students involved on request and delete said picture / footage if instructed. Failure to do so will result in the confiscation of the device until the picture / footage is removed.
5. Students must not photograph staff without their explicit permission.
6. Parents wishing to contact their son / daughter during the school day should contact the school. We have a well-established and efficient system for getting the messages to students as well as offering pastoral support if it is needed.
7. Students who need to contact parents during the course of the school day should speak to Student Services or their Pastoral Head, who will make a phone available.
8. Mobile devices in school are the students' responsibility. They should be switched off and kept securely in lockers, bags or pockets and must be used only in the appropriate circumstances stated elsewhere in this policy.
9. Students who need to use a mobile after school should do so in a safe place within the school grounds and not on the main road, in line with police advice about mobiles being a major source of street crime.
10. Mobile devices may be confiscated as part of investigations into behaviour / safeguarding incidents. A senior staff member will manage this confiscation in line with safeguarding policy. Parents will be contacted. Content on mobile devices will only be viewed in the presence of the student and only if appropriate. In certain circumstances, mobile devices may be passed to the police.
11. Parents will be notified by email if their child's mobile device has been confiscated and this also serves as a receipt. Devices will be kept securely, in a locked cupboard, in the school office.
12. The school cannot accept any responsibility for the loss of mobile devices which have been brought onto school premises.
13. We permit the appropriate use of photography or video devices by parents at school events and productions. We may question or challenge anyone where we suspect inappropriate use.