



# **MOBILE PHONE POLICY**

**For St. James' School**

**Date: July 2011**

**Annual Review**

**Next Review: July 2012**

## **ST. JAMES' SCHOOL – MOBILE PHONE POLICY**

**St. James' School recognises that mobile phones are now an important aspect of everyone's life and have considerable value, particularly in relation to individual safety. However, the consequences of misuse of mobile phones can be very serious. The School therefore accepts that students are permitted to bring mobile phones to school but that their use is restricted during school hours.**

We aim to educate students in the responsible use of technology.

### **RESPONSIBLE USE:**

1. Students must ensure that files stored on their phones do not contain violent, degrading or pornographic images. The transmission of some information is a criminal offence and will be dealt with accordingly. Accessing inappropriate materials on a mobile phone will be treated in the same way as if it were accessed through the School network.
2. Cyber-bullying is completely unacceptable and will be dealt with under our anti bullying policy. Pupils found to be responsible for this will have their phones confiscated; it will be returned to their parent / carer, or passed to the police.
3. Students should not use mobile phones or any other device to take photographs or videos whilst on school premises.
4. **The school is a workplace; therefore phone must be switched off throughout the school day.**

### **RULES:**

1. The responsibility for the phone rests with the student and the School will take no financial responsibility for loss. The School bears no responsibility for confiscated items.
2. Students may not use mobile phones at any stage during the school day. This means that phones must not be used for making calls, receiving calls, sending or receiving text messages, sending or receiving e mail messages, taking photos or videos or used as a clock or a calculator. Phones must not be visible at any stage of the school day.
3. Any mobile phone that is visible during the school day will be confiscated and will be returned at the end of the day, providing it is a first offence. Subsequent offences will result in the phone being confiscated for a week. If a student refuses to hand in a mobile phone to a member of staff this will result in internal isolation at best depending on the nature of the incident.
4. If there is an emergency which requires communication with home, students must speak to a staff member who will deal with the matter. In an emergency parents / carers should phone the School and a message will be taken to the student.
5. Mobile phones cannot under any circumstances be taken into examinations rooms. Breach of this rule will lead to automatic invalidation of that examination and potentially other examinations.

6. Cyber bullying or the sharing of images or videos taken during the school day may result in seclusion, fixed term or permanent exclusion. Any images / videos accessed on the school internet will be treated in the same way.
7. Students in the Sixth Form should be trusted to make appropriate use of mobile phones. If any Sixth form Student does use a phone inappropriately then action will be taken, in the first instance, by the Head of Sixth Form, which may result in the student losing the privilege.
8. **Students need to acknowledge that it is a privilege to be permitted to bring mobile phones to school and the abuse of this policy may lead to a withdrawal of this privilege.**