



September  
2019

# MOBILE PHONE POLICY

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Date Reviewed: September 2019  
Review: As required

## Introduction

Mobile phones are part of everyday life, both as a means of communication and as a source of information and entertainment. Whilst we acknowledge the benefits of mobile phones, we must also be mindful of the potential dangers and mental health implications and negative impact of social media and this policy has been drawn up with safeguarding as the paramount consideration.

The level of technological sophistication of the latest 'smart' phones means that unchecked internet access is readily available and photographic and video images are of the highest quality. It is also clear that, by and large, young people are much more au fait with this technology than their teachers or parents.

## Policy

The school recommends that pupils do not bring mobile phones or smart watches to school. However, we understand that for some pupils (eg those who live in remote areas or those who regularly stay late for after-school activities) and in some cases (ie emergencies) a mobile phone is useful.

The school permits pupils to bring mobile phones to school under the following conditions:

- (i) the consent section of the Admissions Booklet has been completed by a parent;
- (ii) the mobile phone and accessories (including wearables such as smart watches) is switched off (not just on 'silent' mode) and out of sight (including not in the top blazer pocket) upon arrival in the school building in the morning until they leave the building). NB This includes all school activities during the school day.
- (iii) the phone is never used to record images (photographic or video) or audio recordings of other pupils or staff without their express permission;
- (iv) the phone/device is not brought into any school or public examination. Please refer to JCQ Instructions for Conducting Examinations book.
- (v) Parents acknowledge that their son/daughter is non-contactable during this time. Parents are reminded that only urgent messages may be transmitted via the school office during school hours.

### Exceptions:

- (a) In an emergency, and only if a member of staff is not available, pupils may use their mobile phone to contact a parent, the emergency services or the school office.  
**NB When pupils fall ill in school, they should follow the procedures and report to the School Nurse who will then arrange contact with parents if necessary.**
- (b) If, for any reason, a pupil feels that he/she needs to use their mobile phone during the school day to contact parents (eg informing a parent of a change in pick-up time due to the cancellation of rugby practice; sensitive family matters), he/she should request permission from a member of the teaching staff. The Headmaster may, in exceptional

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circumstances, give permission for a pupil to have his/her mobile phone switched on during the school day.

- (c) Sixth Formers are permitted to use the iPod facility on their phone (with headphones) during supervised study periods. Such permission may, on occasion, be granted in other classes, eg Art, by the Head of Department.

Mobile phones are not permitted to be used in the library (see Library Policy).

- (d) With the specific permission and under the guidance of a teacher, pupils may be permitted to use the camera facility on their phone.

## **Sanctions for breaches of this policy**

1. If a mobile phone sounds or a pupil is seen using a mobile phone outside permitted times it will be confiscated by the member of staff who will enter the information on SIMS. A second confiscation will result in a Monday afterschool detention. The phone will be given in to the school office [placed in an envelope with the pupil's name on it] and stored until the end of the school day, when the pupil may reclaim it. The information will be recorded on SIMS. If the pupil does not reclaim the phone at the end of the day, then the school cannot guarantee its security, though every effort will be made to do so. Year Heads will monitor occurrences and take appropriate action (including withdrawing a pupil's permission to bring the phone to school).
2. A third and subsequent confiscation will result in a phone call to parent/guardian who will be asked to collect the phone. A Monday afterschool detention will also be issued.
3. If a person's image (photographic or video) is taken without their permission, passed on to other mobile phones or downloaded onto a computer or website (such as Facebook or other social network site), then that person is entitled to pursue the matter with the help of the police and/or legal services. Any such image, even if deleted, leaves an electronic footprint and can be traced. The school takes a very serious view of such behaviour (including where this occurs outside school grounds or hours but which has a direct impact on any member of the Sullivan community) and sanctions will be imposed in line with the Positive Behaviour/Anti-Bullying Policy.
4. The policy of the Examination Boards is that it is an offence to bring a mobile phone/smart watch into an examination room. A breach of their regulations in this regard may be deemed malpractice, leading to disqualification from the examination, the subject or the entire series of examinations.

## **Security**

Mobile phones are valuable items and should be looked after carefully. They should not be left unattended in a blazer pocket or schoolbag. Pupils should keep their mobile phone with them during the day, but out of sight, except during PE or Games when all valuables should either be placed in a locker or given to PE staff who will store them securely. However, all mobiles must be reclaimed at the end of the day as the school cannot guarantee their safe-keeping overnight.

The school accepts no liability for theft, loss or damage or health effects relating to pupils' mobile phones. It is the responsibility of parents and pupils to ensure mobile phones are properly insured.

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