



**OLDFIELD SCHOOL**  
**Mobile Phone and Personal Electronic Devices Policy**

**1. Rationale**

1.1. Mobile phones and other personal electronic devices are now part of everyday life. As a school, we must make a sensible and practical response. We understand that many parents wish their children to carry a mobile phone for their personal safety.

1.2 It is worth noting that there may be health concerns connected with the use of mobile phones and other personal electronic devices and the general availability of these devices can also increase the occurrence of negative behaviour, e.g. cyber bullying.

1.3 This policy should be used in conjunction with the ICT Policy, the Internet and Email Policy, the ICT Code of Conduct, the Positive Behaviour for Learning Policy and the Anti-Bullying Policy.

1.4 This policy covers the bringing into school of mobile phones and other personal electronic devices, for example iPods/ iPads.

1.5 This policy is applicable to students in Years 7-11. Sixth Formers are expected to use their mobile phones/other electronic devices only in the Sixth Form common room.

**2. The Use of Mobile Phones in School**

2.1 Students, at parental request, are allowed to bring a mobile phone into school but this is only for on their way to and from school.

2.2 Parents must sign in their child's contact book to indicate their agreement to this policy.

2.3 Students are not allowed to use other students' phones.

2.4 Phones must be switched off and out of sight (in a bag or locker) during the school day, that is all of the time whilst on school premises. They must not be used for any purpose including to make calls, take or send pictures or access the internet.

2.5 Oldfield School accepts no responsibility for the loss or damage to the phone and it is recommended that, if brought to school, it is clearly labelled, as with all possessions brought to school.

2.6 Parents must not contact their children during the day by mobile phone, (the school office is able to take these messages).

2.7 Students who become ill during the day must not use their mobile phones to contact parents; they should use the established procedure via the school office.

2.8 If a student abuses the code of conduct by using their mobile phone inappropriately, the phone, including SIM card, will be confiscated. The following sanctions are then applied -

- A first offence will mean the phone may be collected by the student at the end of the school day. A letter will be sent to parents via ParentPay informing them of the confiscation and the incident recorded on student's behaviour record using SIMS.

- A second offence will result in the student's phone being returned at the end of the school day and an afterschool detention is set. A letter is sent home to parents via ParentPay informing them of the offence and the incident recorded on the student's behaviour record using SIMS.
- A third offence will result in the parent collecting the phone from the main school office. If a parent or adult acting in loco parentis is unable to collect the phone it will be returned to the student at the end of the school day after it has been confiscated for 5 working days. An afterschool detention will also be set for the student. A letter is sent home to parents via ParentPay informing them of the offence and the incident recorded on the student's behaviour record using SIMS.
- Failure to attend the arranged afterschool detentions or if there are additional breaches of the mobile phone policy will result in the privilege of bringing a mobile phone into school being withdrawn for the remainder of the academic year.
- If any further subsequent offences occur once the student has been banned, sanctions will be applied as set out in the Positive Behaviour for Learning Policy.

2.9 It will also be counted as seriously as a third offence if the student challenges the authority of a member of staff by refusing to hand over the phone.

2.10 If there are serious misuses of a mobile phone, sanctions will be applied as set out in the Positive Behaviour for Learning Policy.

2.11 These sanctions are reset at the start of each academic year. However, the Headteacher has the discretion to revoke this privilege if they feel it is necessary for the safety of the student/ other students.

2.12 Students in Years 7-11 are reminded of this policy annually and copies of Appendix 1 (Code of Conduct for the Use of Mobile Phones/ Electronic Devices) are available via the student's tutor and outlined in the contact book.

2.13 All offences are recorded in a log book that is located in the Main Reception as well as on SIMS.

### **3. Other Personal Electronic Devices**

3.1 Students are not allowed to bring a digital music player / any other electronic device to use during the school day.

3.2 If a student wants to use a digital music player/other electronic device during the journey to and from school these **must not** be used within school hours and must remain switched off and out of sight during the school day.

3.3 Students **must not** use their music player during lesson times, or whilst walking around the school site.

3.4 Students are not allowed to use other students' equipment.

3.4 Oldfield School accepts no responsibility for the loss or damage to the digital music player / electronic device and it is recommended that, if brought to school, it is clearly labelled, as with all possessions brought to school.

3.6 If a student abuses the code of conduct by using their digital music player /other electronic equipment, it will be confiscated. The same procedure will be applied as set out for the misuse of mobile phones as directed in 2.8 of this policy.

3.7 The bringing to school of other larger, more expensive electronic equipment such as tablet and laptop computers is not recommended, unless there is a specific medical need. No items containing lasers are allowed. E cigarettes are banned as stated in the Anti-Smoking policy.

#### **4. The use of mobile phones/other electronic devices in public examinations**

4.1 Mobile phones/other electronic devices, **must not**, under any circumstances, be taken into public examinations.

4.2 If a student is found to have a mobile phone/electronic device in any public examination or controlled assessment, it will be treated as seriously as a 'third offence' i.e. the equipment will be confiscated and kept securely at school, resulting in the parent collecting it and an afterschool detention will be set. Students are also at risk of their examination results being void - refer to the Examinations policy.

#### **5. Monitoring and review**

5.1 All members of staff will monitor the use of mobile phones, digital music players and other personal electronic devices in accordance with this policy.

5.2 On a regular basis we will review the situation to check that the policy is appropriate and workable. The review will include consultation with parents, staff and students.

5.3 This policy will be reviewed bi-annually by the Assistant Headteacher; Pastoral.

5.4 This policy will be approved by SLT.

5.5 Date when policy was last approved: 15th July 2015

5.6 Date when next review is due: January 2016

## Appendix 1

### **CODE OF CONDUCT FOR USE OF MOBILE PHONES/IPODS**

- Students, at **parental request**, are allowed to bring a mobile phone to school for emergency use on the way to and from school only. Parents are asked to sign in the Contact Book to indicate their agreement.
- Mobile phones must be **switched off** and out of sight (in a bag or locker) during the day (**this includes break and lunchtime and any other time whilst on school premises or on school trips**).
- Mobile phones or any other electronic device, must not, under any circumstances, be taken into public examinations.
- Oldfield School takes no responsibility for the loss or damage to the mobile phone but it is recommended that, if brought to school, it is clearly labelled, as with all possessions brought to school.
- Parents must **not** use the mobile phone to contact their child during the day (the school office is able to take these messages).
- Students who become ill during the day must not use their mobile phones to contact parents, they should use the established procedure.
- **Students who abuse the above code of conduct will have their phones confiscated. A first offence will mean the phone/electronic device being collected at the end of the day and a letter sent home. A second offence will result in the phone being returned at the end of the day, an afterschool detention being set and a letter sent home. A third offence will result in the phone being confiscated for up to 5 working days or until a parent collects the phone, an afterschool detention will be set and a letter sent home. A serious breach of the code, will result in the privilege of bringing a phone to school being withdrawn and further sanctions applied as set out in the Positive Behaviour for Learning Policy.**