



POLICY ON THE RESPONSIBLE USE OF MOBILE PHONES AND DIGITAL DEVICES

Westleigh High School accepts that mobile phones (and other portable devices) are now part of young people's culture and way of life and can have considerable value, particularly in relation to individual safety. At the same time, mobile phones can become a distraction and as a result they can have an adverse effect on student progress.

The school aims to educate students on the responsible use of technology. **Note** : the term 'phone' in this policy denotes mobile phones, I-Pods, MP3 players and any similar portable electronic device.

1. Responsible Use

- a) Students must not store files on their phones or transmit files that contain violent, degrading, or offensive images.
- b) Cyber-bullying is completely unacceptable and will be followed up by the school as serious misbehaviour.
- c) **Mobile phones must not be used while on the school premises.** Phones should remain switched off and out of sight at all times.
- d) Responsibility for the phone rests with the student and the school accepts no financial responsibility for loss, damage or theft. The school has no personal liability insurance for staff or students.
- e) Mobile phones should not be used at any time in and out of lessons to contact parents or for parents to contact students regarding:
 - i) an illness
 - ii) a school related issue, eg detention



If students are unhappy with a situation that has arisen, they should contact their Head of Year or Assistant Head of Year in the first instance.

- f) If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter. In an emergency, parents/carers should phone reception and a message will be taken to the student. Contact via mobile phone in these situations is not appropriate.
- g) **Mobile phones must be handed in at the start of the examinations, as per the examination board regulations and school policy. Students must not keep mobile phones on their person during examinations as this constitutes a breach of JCQ rules.**
- h) Using mobile phones when crossing busy roads can be potentially very dangerous and students must be careful in these situations.

2. Consequences

We expect all students to follow these guidelines around acceptable and responsible use. If these are not adhered to the school will take the following steps:-

- a) If a phone is seen or heard the member of staff will confiscate the phone. If this is a student's first offence they will be able to collect the phone, from the Pupil Office, at the end of the school day. A text will be sent to the parent/carer informing them of the situation.
- b) If this is a second offence the parents/carers will be contacted by the Head of Year and made aware of the situation and the phone will be collected by the parent/carer at the end of the day. The parent/carer will sign for the return of the phone and this will be recorded in the mobile phone register.
- c) Further breaches of the mobile phone policy will be classed as a serious breach of school policy. A meeting will be held with a member of the SLT, the student and their parent/carer to outline the sanction.

Adopted by the Board of Governors and recorded in the Minutes of the meeting held on:	
Amended and agreed by the Headteacher on 26 April 2018	 C Bramwell
Reviewed and agreed by the Headteacher on 16 October 2017	 C Bramwell
Reviewed by the Headteacher on Date	April 2018