



College Mobile Phone and Handheld Devices Policy

Policy Reference: S19

Policy Owner: Richard Potter

Policy Progression Revisions		
Date	Reviewed	Description of changes
06/03/2017	LGB	Updated

Date Approved	March 2017
Date Reviewed by	March 2018
Vice Chair	S Donnachie

Mobile Phone and Handheld Devices Policy 2017

Sir Harry Smith Community College recognises that parents may wish their children to have mobile phones for use in cases of emergency. (***Smart devices, such as smart watches, that can text, search the internet, make calls etc. are also covered by the same rules if used for these purposes during school hours***). However, mobiles can be used inappropriately and parents should be aware that whilst there are obvious benefits to students having a mobile phone, in terms of personal safety, there are also some associated risks such as the potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.

We therefore insist that:

- No handheld devices (including earphones) to be seen or heard anywhere in College from 8.00 a.m. until 3.00 p.m., except for break and lunchtimes in the **Red Hall** and/or outside on either **playground** only.
- Staff will confiscate handheld devices from students if they are seen or heard at inappropriate times; this includes lessons and lesson changeover times. *However, students may be permitted to use mobile phones / handheld devices in lesson when expressly directed to do so by Curriculum Managers solely for educational purposes.*
- The device will be put in a bag labelled with the student's name and taken to Reception.
- The student may collect the device at 3.00 p.m. from Reception and will be asked to sign in receipt of the device.
- Reception will operate a logging system and if a student has three or more occasions where a device is confiscated, parents will be contacted to ask them to collect the device from Reception.

Confiscation of Phone

Students mobile phones will be confiscated should they not adhere to College Policy and confiscations will be recorded each half-term.

First Confiscation = Student can collect from Reception at 3.00 p.m.

Second Confiscation = Pastoral Secretary will inform parents via a phone call and via BehaviourWatch (white slip)

Third Confiscation = Collected by parent from Reception

Fourth Confiscation = Collected by parent from Reception and Year Leader meeting

Fifth Confiscation = Collected by parent from Reception and SLT meeting

Sixth Confiscation = Meeting with the Principal

- Students who fail to comply with a staff request for confiscation will be dealt with via the normal disciplinary procedures for failure to follow staff instructions.
- If a member of staff at school has any suspicion that a mobile phone had unsuitable material stored on it, students will be required to hand over the phone to a member of staff and parents will be asked to collect it from a Senior Leader at the College. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence, the phone will be handed over to the police for further investigation. Parents will need to recover the phone from the police in such circumstances.
- Any inappropriate or unauthorised use of the camera or phone facilities affecting students or staff may lead to confiscation. Students may be asked to unlock the device in order to show if inappropriate / unauthorised photos or videoing has taken place.
- Any failure to comply with the above guidelines may result in normal disciplinary action to be taken up to and including the consideration of permanent exclusion of the students concerned.
- Students remain responsible for their own property and will bear the responsibility of any losses.

Inappropriate taking and use of photographs

Students taking and/or sharing inappropriate photographs of staff or other students will face serious disciplinary action. In appropriate circumstances, a complaint may be made to the police.