



# Mobile Phone Policy

**St Richard Reynolds Catholic High School**

**Policy: Mobile Phone**

**Date of publication:** June 2024

**Date of approval by Governing Body:** July 2024

**Date of next review:** as required

## **Aims:**

The College is committed to helping students use technology as safely as possible. The College Code of Conduct and Behaviour Policy may be applied to e-safety incidents which occur outside of College if they significantly impact our community. However, the key responsibility for protecting children online outside of College hours remains with parents/carers.

Mobile phones may be brought into College, however they must be turned off and out of sight at all times unless a teacher has given permission for phones to be used for learning. This applies before and after the College day. Additionally, headphones and AirPods must not be used while walking around the College site. Sixth Form students are permitted to use their mobile phones in the LRC, Sixth Form Cafe and Sixth Form Study room areas only.

Students must not take photographs, recordings or videos of other students or staff whilst at school or on a trip without their consent. The usual sanctions will apply if students fail to meet these expectations.

It is the responsibility of the student to ensure that their phone is kept secure as the College accepts no responsibility for damage, theft or loss of personal property.

## **Mobile Phone Policy:**

- If a student is seen with their mobile phone on the College site, staff will confiscate their mobile phone and lock it away securely in Student Services.
- The student will be given an automatic 30 minute detention and the phone will be returned at 3.30 pm.
- In the instance a mobile phone “goes off” in a student's pocket or bag, their phone will also be confiscated until the end of the day.
- If a student repeatedly has a mobile phone confiscated, further sanctions will be imposed.
- Likewise, students are not permitted to use smart watches on the College site and the above policy will be applied to those who do.
- The member of staff responsible for the confiscation of a device is responsible for ensuring the incident is logged on ClassCharts and delivering the device to Student Services for safe keeping.