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## Policy on the Use of Mobile Phones and other Personal Electronic Devices

Reviewed: July 2022

Review date: July 2023

Person responsible for review: NJW



## Policy on the Use of Mobile Phones and other Personal Electronic Devices

1. The use of mobile phones and other personal electronic devices is not permitted. All devices must be switched off and kept in students' bags.
2. If a student needs to make an urgent phone call during the school day this can be arranged through the pastoral office or the main reception.
3. We discourage students from bringing expensive devices to school. Whilst we understand that parents may wish their child to have a phone for use in emergencies on the way to or from school, we cannot guarantee that the equipment will be safe. Staff will not be able to spend time looking for lost devices or carrying out investigations when it is suspected that they have been stolen.
4. Sixth Form students may use personal electronic devices but they should do so in a respectful manner which does not interfere with the life of the school.
5. Unauthorised use of mobile phones or other electronic devices will be recorded on Arbor. If a student is caught using a phone or other mobile device it will be confiscated and not returned until the end of the day. A demerit will be recorded. The Arbor demerits will be reviewed each day and students who are frequently flouting this rule will have the device confiscated for a period of time and other sanctions may also be applied.
6. The use of mobile electronic devices to photograph or record lessons or other students is forbidden. Students who do this will automatically have a fixed-term exclusion. Publication of the recording on social media sites could lead to a permanent exclusion.
7. Students are never allowed to take a mobile phone into a public examination room. If they are caught a penalty will be imposed by the examination board.