

Paulet High School	School Policy Document		
Document Title	Mobile Phone Policy		
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Mobile Phone Policy

Preface

The school wishes to trust the students to use mobile phones correctly. Permission is therefore given for mobile phones to be brought to school as long as the conditions below are met. A breach of this trust by the student will result in the consequences listed below.

Mobile phones must be kept turned off and in bags out of sight at all times whilst around the school or anywhere on the school site. This applies to the time before school; at breaktime; lunchtime and after school until off the school site. This includes in classrooms, in school corridors, on the yard, on the school field; indeed anywhere on the school site. The only exception to this rule is if a teacher has given a student direct permission to use his/her phone e.g. the calculator during a lesson or to take a picture of a piece of work. These instances will be limited in nature.

There are two instances in when the use of mobile phones is directly breaking school policy:

- **Using a mobile when students are not supposed to in school e.g. texting.**

The student will be asked to turn the phone off and put it away immediately.

If the student takes the phone out again the phone will be confiscated and given to one of the Behaviour Support Officers in the Inclusion Centre where it will be kept in the safe.

The incident will be logged on the behaviour management section of our SIMS system.

The class teacher will issue the student with a detention for breaking the Behaviour for Learning code.

The student may have the phone back at the end of the school day by going to the Inclusion Centre and politely asking for it.

If the student has their mobile phone confiscated a second time they will not be able to have it back until the BSO has arranged a convenient time for parents to come to the school to collect it.

- **Using a mobile phone to breach another person's privacy e.g. taking pictures / filming.**

The student will immediately have their mobile phone confiscated. The member of staff will hand the mobile phone to one of the Behaviour Support Officers and write a blue incident report form. This form also needs to be handed to the BSO so that the 'Action Taken' can be logged and the incident be recorded onto the behaviour management section of our SIMS system.

If the incident happened in a lesson the teacher will issue a class detention for breaking the Behaviour for Learning code.

The incident will be dealt with according to its severity. Possible sanctions for this misuse of a mobile phone include planned time in the Inclusion Centre or in the most extreme cases possible fixed term exclusions.

The mobile phone will only be returned to the parent of the student after the BSO has arranged a convenient time for it to be collected.