

# Exmouth Community College



## MOBILE PHONE POLICY

| <b>Policy Details</b>        | <b>Date</b>   |
|------------------------------|---------------|
| Policy Written               | Graham Allen  |
| Policy Reviewed by           | Curriculum    |
| Policy ratified by governors | 08.03.16      |
| Review Cycle                 | 2 years       |
| Policy Review date           | Spring 1 2018 |

Exmouth Community College is committed to providing a safe and stimulating learning environment in which students can learn and teachers can teach.

The use of mobile phones in school has the potential to disrupt learning and safety in a number of ways. While recognising that the vast majority of students do not intend to disrupt, the consequences of mobile phone use can include the following:

- Disrupting the learning of others if a phone receives a call in lessons
- Disrupting the learning of others if a teacher has to take time to deal with a phone going off
- Disrupting own learning by using a phone to make a call or text during a lesson
- Disruption to smooth running of the school by texting unhelpful or inappropriate messages to other students
- Illegal use of camera and video facilities on phones to invade the privacy of staff or students.

This policy is a proportionate response to protect teaching time and safeguard students and staff. It is to be applied consistently and fairly across KS3 and KS4.

## **1 Possession and Use of Phones**

Mobile phones are allowed in college, provided they are switched OFF before entering the campus and only switched ON after the student has left the campus.

The use of mobile phones for years 7 to 11 is prohibited on the Gipsy Lane and Green Close sites during the school day.

Mobile phones are not allowed to be out of a bag whilst the student is on campus.

## **2 Contacting home**

Any messages that need to be relayed from or to a student should be directed through the relevant Key Stage Office who will make a decision on the urgency of passing the message on.

Parents should not arrange to contact students via their mobile phones at any time of the school day.

## **3 Inappropriate use of mobile phones**

If a member of staff sees a student with a mobile phone the following procedure should be implemented. (This applies whether the phone is switched on or off)

- The student should give the phone to the member of staff without argument
- The member of staff should take the phone (including SIM card to the nearest Key Stage Office, clearly stating:
  - The name and form of the student
  - The time and place the phone was confiscated
  - The reason for confiscation

#### **4 Return of phones – first confiscation**

If the phone has been confiscated for the first time it will not be returned for one week. The Key Stage office will make an appointment for the student to negotiate the return of the phone. Appointments will be within one week of confiscation. Appendix A can be used to make the appointment. Parents will also be informed of the confiscation.

During the meeting, it will be made clear to the student that a second offence will result in permanent confiscation of the phone (including the SIM card). The student will sign an agreement confirming their understanding (Appendix B)

Following the meeting a letter will be sent to the parents confirming the original confiscation and the consequences of a second offence. (Appendix C)

#### **5 Return of phones – second confiscation**

If the phone has been confiscated for a second time, it will not be returned for the remainder of the academic year OR for six months (whichever is the longer). This includes the SIM card. Parents will be informed that student's mobile 'phone can be collected from the Principal's secretary. It would be the parents' or their representative's responsibility to collect the phone in person. A receipt would be issued at the time of confiscation which would need to be presented in exchange for the 'phone. (Appendix D)

#### **6 Communication of Policy**

Students and parents are made aware of the policy in the following ways

- At whole year group assemblies in September
- Through a letter home to every parent
- Through regular inputs and reminders in assemblies and tutor groups.
- In the Parent Guide and Homework Diary

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

**Appendix A (to be sent by Key Stage Office to student)**

**Example**

|  |   |               |           |
|--|---|---------------|-----------|
| To:  | A. Boy                                    | Form:         | 11 GA     |
| From :   | Key Stage 4 Office                        |               |           |
| Date :   | 1 October 2012                            |               |           |
| Re :   | Confiscation of Mobile Phone and SIM card |               |           |
| Your mobile phone and SIM card have been confiscated. You have a meeting with: |   |               |           |
| Mr Turner  | on  | Mon 8 October | at 3.00pm |
| Please arrive promptly and in correct uniform.                                 |   |               |           |

**Blank**

|  |   |       |    |
|--|---|-------|----|
| To:  |   | Form: |    |
| From :   | Key Stage Office                          |       |    |
| Date :   |   |       |    |
| Re :   | Confiscation of Mobile Phone and SIM card |       |    |
| Your mobile phone and SIM card have been confiscated. You have a meeting with: |   |       |    |
|  | on  |       | at |
| Please arrive promptly and in correct uniform.                                 |   |       |    |

**Appendix B (to be signed by the student at the meeting)**

|      |  |
|------|--|
| Name |  |
| Form |  |
| Date |  |

I understand that my phone and SIM card are being returned to me on the condition I do not use them on College premises again.

I understand this to mean that:

- I will switch the phone off at the gate in the morning.
- I will keep the phone switched off all day
- I will not arrange or allow anyone to contact me via my phone during the day.
- I will not be seen with the phone in lesson or at break times.
- I will not take the phone out of my bag whilst on the school site.

I understand that if the phone is confiscated a second time, neither the phone nor the SIM card will be returned.

The phone has been returned under the conditions above

There are issues that need resolving and the phone has not yet been returned

Signed \_\_\_\_\_ (Student)

Signed \_\_\_\_\_ (Senior Teacher)

**Appendix C (to be sent to parents following meeting)**

Address 1  
Address 2  
Exmouth  
Devon  
EX8 3DH

Date

Dear

**Re:,(Name) (Form): Mobile Telephone**

(Name)'s telephone and SIM card was confiscated and has since been returned to him.  
Should his mobile telephone and SIM card be confiscated again they will not be returned.

Your support with this matter is much appreciated.

Yours sincerely

D. Turner / H Miles  
Assistant Principal

**Appendix D (to be sent to parents following second confiscation)**

Address 1  
Address 2  
Exmouth  
Devon  
EX8 3DH

Date

Dear

**Re:,(Name) (Form): Mobile Telephone**

(Name)'s telephone and SIM card have been confiscated. Our records show that this is the second time the telephone has been confiscated this academic year and therefore in line with College policy they will be kept until (Date). Please use the slip below to contact the college at that time if you wish to reclaim the telephone.

Your support with this matter is much appreciated.

Yours sincerely

D. Turner / H Miles  
Assistant Principal

-----  
Student Name: \_\_\_\_\_

|                      |  |
|----------------------|--|
| Date of confiscation |  |
| Details of phone     |  |

This phone can be collected by the named student's parents or nominated representative on (DATE).