

Mobile Phone Policy for Pupils

Policy statement

While mobile phones are now considered an essential part of modern life and are increasingly sophisticated, there are many ways in which they can be detrimental within the school environment, including:

- Disturbance and distraction in lessons
- Risk of theft and loss
- Potential for bullying
- Uncontrolled photography and footage, including of children
- Possible health risks

For these reasons Elmfield has a strict code relating to mobile phones, and *the School accepts no responsibility for loss or damage to such property.*

Policy

Children in classes below Class 7 are not allowed to bring phones into school and any phone found during school time in these classes will be confiscated. If parents of children younger than Class 7 consider it necessary for their child to bring a mobile phone into school, they will be asked to write a letter of request to the Class teacher giving their reasons for the request.

Pupils in Class 7 and above are not permitted to use their phones in school time or on school premises, except in genuine emergency situations. This includes within school hours and also at events such as rehearsals, plays and concerts. Where mobile phones are brought to school (or heard at school) they must be switched off.

Occasionally a mobile phone may be used for the purposes of a lesson when requested by the teacher in charge, for example in Art, Music or Dance GCSE lessons. This is exceptional and can only be authorised by the teacher in charge of the lesson.

If a pupil is found using their phone or if their phone rings, beeps or vibrates at school, the phone will be confiscated and taken to the school office. The phone will be logged and stored in the office safe and may be collected by the pupil at the end of the school day.

If a pupil's phone is confiscated three times in the same term, the pupil will be required to sit an after-school detention. In addition the class guardian will contact the pupil's parents and discuss the situation. Detentions relating to mobile phones will be noted on the pupil's record.

To support the School's policy on mobile phones, parents are requested not to contact pupils during the school day, and instead to contact the office staff who will pass on any messages.

Pupils may not use their mobile phones to take photos or video footage while on the School premises. In addition, to protect the safety and well-being of pupils and staff, it is expressly forbidden for pupils to put any photo or video footage taken at School on any social networking site. Any breach of this would be taken very seriously indeed and could result in the pupil's exclusion from School.