

USE OF ELECTRONIC DEVICES (INCLUDING MOBILE PHONES) IN SCHOOL POLICY

At St Bernard's School we believe that the use of electronic devices, such as mobile phones, must fit into a learning environment. Any electronic device brought in to school remains the responsibility of the individual and the school will accept no claims for theft, loss or damage. Students are strongly discouraged from bringing into school items of significant value, irrespective of whether they are fully insured for use outside the home or not. This applies equally to mobile phones.

Where electronic devices are brought into school they must be used appropriately; the detail of what is considered appropriate use is given below. Given the many and varied functions they now offer, teachers may agree their use in lessons. Mobile phones, while having clear benefits for personal safety and access to the internet for research, are also a target for theft and have a nuisance factor in respect of cyber bullying, sharing of inappropriate content, causing distraction via activities such as gaming and taking pictures against the wishes of individuals.

Should any electronic device be used inappropriately, it will be confiscated by a member of staff. For persistent offenders, devices will be returned only to parents/carers. Should misuse occur, the sanctions outlined below will be put in place, and the police involved as appropriate. Examination board and school rules prohibit the use of mobile communication technologies in examination settings, including supervised controlled assessment. The use of a mobile phone in school is not justifiable, unless used in a manner as described below. Staff will always facilitate access to a phone in the event of an emergency.

Procedures:

Students may bring into school a mobile phone or other electronic devices. These should be kept securely either in the student's locker or on their person. The mobile phone/electronic device should be switched off from arrival on the school premises until the end of the school day. The only exceptions to this are as follows:

Students in Years 7-11 may:

- Use their phone/electronic device for research or as an alternative resource in a lesson with the express permission of the member of staff.
- Use their phone/electronic device to listen to music in a lesson with the express permission of the member of staff.
- Use their phone to make/receive an emergency call/text with the express permission of a member of staff and in view of that member of staff.

Students in Years 12 and 13 may:

- Use their phone/electronic device in and around the sixth-form common room at break time and lunchtime
- Use their phone/electronic device to listen to music or access the internet for research purposes in sixth-form study areas.
- Use their phone/electronic device for research or as an alternative resource in a lesson with the express permission of the member of staff.

- Use their phone/electronic device to listen to music in a lesson with the express permission of the member of staff.
- Use their phone to make/receive an emergency call/text with the express permission of a member of staff and in view of that member of staff.

Other than as indicated above, no student may use their phone/electronic device on the school premises. Use of a phone/electronic device to take photographs or videos is forbidden, unless a student has been directed to do so by a member of staff.

More information regarding the appropriate use of electronic devices in school can be found in the school's Information and Communications Technology Acceptable Usage Policy.

Sanctions:

If a student is found to be using their phone/electronic device inappropriately the following sanctions will apply:

- 1st Offence: confiscation of the phone/electronic device for the school day and a lunchtime detention issued; parents will be informed via ClassCharts.
- 2nd Offence: confiscation of the phone/electronic device for the school day and an after school central detention issued; parents will be informed via ClassCharts.
- 3rd Offence: confiscation of the phone/electronic device for the school day and an after school detention issued with the respective Head of Year; parents will be informed via ClassCharts.
- 4th Offence: confiscation of the phone/electronic device for the school day and an after school Headteacher's detention issued; parents will be informed via ClassCharts.
- For any subsequent offence involving a phone/electronic device, the item will be confiscated for the school day and parents will be asked to come into school to discuss their child's behaviour with the respective Head of Year. This meeting may well conclude that the student be required to hand in their phone/electronic device at the start of every school day.
- For any subsequent offence, increased sanction including exclusion, whether internal or on a fixed-term basis, will be considered and implemented where appropriate.

These sanctions are applied at the discretion of the pastoral staff and Headteacher.

Agreed by Governor's Catholic Life of the School Committee on 5th May 2021

Review Date: May 2023