

## 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. They are not essential items in school. Students are strongly discouraged from bringing into school items of significant value, such as ipods, laptops, etc., 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 occasionally agree their use in lessons. However, 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.

Mobile phones, while having clear benefits for personal safety, are also a target for theft and have a nuisance factor in respect of text bullying, cyber bullying and taking pictures against the wishes of individuals. Should this 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, as 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 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.

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

## **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 by email.
- 2nd Offence: confiscation of the phone/electronic device for the school day and an after school detention with the respective Head of Year issued; parents will be informed by letter.
- 3rd Offence: confiscation of the phone/electronic device for the school day and a Headteacher's detention issued; parents will be informed by letter.
- 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 punishments are applied at the discretion of the pastoral staff and Headteacher.

Agreed by Governor's Ethos Committee 3<sup>rd</sup> May 2017  
Review Date: May 2019

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