



Policy Document Title:	Pupils Mobile Phone Policy
To be read in conjunction with:	Staff Handbook E-safety Policy ICT Policy Health and Safety Policy
Reviewed:	09/19
To be reviewed:	09/20

\* This policy is available on school intranet and website [www.stvin.com](http://www.stvin.com)

This policy sets out the framework for acceptable use of mobile phones. The school recognises mobile phones and digital devices are an escalating, integral part of young people's culture and way of life. We realise the considerable value particularly in relation to individual safety. The purpose of this policy is to prevent unacceptable use of mobile phones or camera-phones by pupils, and thereby, to protect pupils from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with ICT and E-safety policies. It is recognised that these documents must be reviewed and revised regularly in response to the ever-changing ICT environments.

1. The school understands a parent's wish for their child to have a phone for their journey to and from school and within the residential setting of the school. However, parents and pupils should understand that this is entirely at their own risk as the school accepts no responsibility for loss, theft or damage of any phone, or device brought into school.
2. Mobile phones that are brought into school by day pupils should be turned off and are the responsibility of the pupil.
3. Residential pupils should throughout the school day leave their mobile phones switched off and in their bedroom.

**Any pupil using their phone in school time will have their mobile phone withdrawn.**

4. It is forbidden to record photographic images (still or video) or sound recordings of staff or pupils without their explicit permission.
5. Any pupil recording another person and/or uploading images or video onto the Internet will have their phone withdrawn. It will be treated as a serious matter and their parents/carers will be informed.
6. As part of the school's ICT and E-safety Policies, the school reserves the right to withdraw and explore any phone where there is reasonable suspicion that it may contain inappropriate materials.
7. Communications between parents and pupils during the school day should only occur through the official communication channels. Within school hours pupils needing to contact parents should request permission to do so through a member of Staff.
8. Under no circumstances should mobile phones be taken into any external examination. This includes those that are turned off. Any mobile phones taken into by mistake must be handed to the invigilator prior to an exam start.