



SIXTH FORM

Mobile Phone Policy (2022-23)

Mobile phones have become a part of today's lifestyle and almost all students possess them and many parents want their wards to carry them so that they can be in touch with them during travel or for emergencies. However, students are **discouraged** from bringing mobile phones to school.

The purpose of this policy is to prevent the unacceptable use of mobile phones in the school campus and bus area and to ensure that teachers can teach in an environment that is free from interruption by mobile phones.

If parents chose to permit their wards to bring mobile phones to school, the following rules apply:

- Mobile phones may not be used at any time during the school day on school premises (including the bus area), i.e. between the hours of 7.00am and 2.10pm.
- The school accepts no responsibility for mobile phones and undertakes no responsibility to investigate misplacement, loss or theft.
- Mobile phones and accessories must be switched off and out of sight at all times. Under no circumstances should a student be found using the phone in the school campus. If a phone rings, or is seen by a member of staff, or if inappropriate use is made of the phone, it will be confiscated and action will be taken as per the sanctions below.

Sanctions:

- If a student is found using the mobile phone during school hours by a member of staff, the member of staff will confiscate it immediately. The member of staff will bring it to the HOS/DHOS where it will be stored in a locked safe place. They will clearly state in the log book the name of the student the phone has been taken from and the circumstances which led to the confiscation.
- On the first occasion on which the student's phone is confiscated, they will be able to collect it from the office of the Head of Sixth Form at the end of the day.
- On the second occasion within a year on which their phone is confiscated, their parent/guardian will be contacted and asked to collect the phone in person.
- On the third occasion within a term the phone will be confiscated, parents informed and the phone returned to the student at the end of term in the presence of the parent.
- Any student who refuses to hand over a mobile phone when requested to do so by staff will be reported to the HOS/DHOS and the refusal will be liable to disciplinary action.

Student ID : _____

Year & Section : _____

Date : _____

Student Name : _____

Signature : _____

Parent Name (Capital Letters) : _____

Parent Signature : _____

Date : _____

