

## Mobile Phone Policy

### **RATIONALE**

St Cecilia's College recognises that parents may wish their daughters to have mobile phones for use in cases of emergency. However, there are potential disadvantages to the use of mobile phones:

- They are valuable and can be lost or stolen;
- Pupils can be bullied by text messaging and unsolicited phone calls
- Mobile phones can be used to communicate inappropriate material

As a school we feel it important to outline appropriate procedures for the use of mobile phones in order to maintain a safe and secure working environment.

### **AIMS**

To provide guidance on the appropriate use of mobile phones to protect pupils and staff from the potential risks.

### **PROCEDURES**

- Mobile phones should not be used by students on school premises and students who bring a mobile phone to school must keep them switched off and out of sight.
- Pupils are not permitted to use mobile phones to contact parents during the school day. Contact should be made through the Main Office. Parents are advised that pupils will not be able to be contacted via mobile phone as it is required to be switched off at all times during the school day. Again contact should be made, where necessary, through School Office.
- In the case of trips, visits, exchanges and other off-site activities, their use is not allowed unless specifically permitted by the teacher in charge.
- Pupils must not send inappropriate text or picture messages or make nuisance calls to other members of the school community.
- Pupils must not use camera or videophones to take photographs, video clips or sound recordings in school or on school trips without permission from a member of staff.
- Students who ignore this policy and use a mobile phone, or other unauthorised device, on school premises, without permission, will be required to give their phone/device to a member of staff and a parent/guardian will be asked to collect it from the school office after 3.05 pm the next working day.
- For repeated offences the time period may be extended.
- If a member of staff has any suspicion that a mobile phone has unsuitable material stored on it, students will be required to hand over the phone to the member of staff. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation. Parents/guardians will need to recover the phone from the police in such circumstances.
- The school accepts no responsibility for loss, damage or theft of mobile phones or devices.

**This policy was reviewed by Leadership Team: January 2017**

**Due to be Reviewed: January 2019**

## **St. Cecilia's College**

### **Mobile Phones Policy**

#### **Parent Contract**

I understand that school policy states that mobile phones may not be used by pupils during school hours and will ensure that my daughter complies with this policy in future.

Daughter \_\_\_\_\_ Class \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_