



**ST MARY'S
COLLEGE**

Mobile Phone Policy

Reviewed July 2023

St Mary's College rules for mobile phones/iWatch/iPad/tablet use

1. Whilst the College cannot be responsible for valuable items students bring to school, parents may feel it is important that their child has a phone with them. They may do so on condition that the phone is **switched off** and kept **out of sight** in the student's bag at all times when the student is on College premises. A pupil who needs to contact home during the school day can do so if appropriate, using the College telephone system with the permission of the relevant Head of Year. **Taking images during the school day is a very serious offence and can lead to disciplinary procedures or police prosecution.**
2. When a student is seen with a mobile phone* on College premises **it will be confiscated** from them and can be collected from the main school office at the end of the day. Each incident will be logged. If a student's phone cannot be seen but nevertheless is heard to ring or emit a media message alert sound whilst on school premises and member of staff will require the student to hand over the phone for confiscation, as above.

3. If there is a breach of these requirements on **three** occasions, the mobile phone will be confiscated for a period of one week or until a parent comes into the school to collect it. **Please see the detailed Mobile Phone Confiscation Procedure below.**
4. If a student is seen **using** a mobile phone*, then in addition to having the phone confiscated they may be disciplined as appropriate. Depending on the nature of the use, this may range from a detention to withdrawal from lessons. In serious cases such as using the mobile phone to film in circumstances where it amounts to severe misconduct or harassment, the sanction may extend to exclusion from school and or the involvement of the police.
5. The only exception to the prohibitionist of use of mobile phone* on school premises would be if a member of staff gives a student special permission, for example in an emergency to use his or her phone at a particular time and location or to scan a QR Code in order to complete Pupil Voice under the supervision of the tutor/teacher.
6. The school will take no responsibility for any damage to or loss of a mobile phone* unless it has been handed in, for example during an examination.

****In the policy above the term mobile phone refers to any electronic communication device, including all mobile phones, iWatches, iPads and tablets/any device that connects to the Internet.***

Mobile phone confiscation procedure

- **Confiscation 1** - mobile phone will be taken to the Reception and a message will be sent by the Year Office to parents/carers via Edulink. The phone can be collected by you at the end of the day.
- **Confiscation 2** - mobile phone will be taken to Reception and a second message will be sent by the Year Office to parents/carers via Edulink. The phone can be collected by you at the end of the day. You will now be issued with the senior staff detention.
- **Confiscation 3** - mobile phone will be taken to Reception and a third message will be sent by the Year Office to parents/carers via Edulink. The phone now has to be collected by your parent carer and an after-school detention will now be issued.

A copy of these rules and expectations is available in all student online portal