



# **MOBILE PHONE & HAND HELD ELECTRONIC DEVICES (HHED) POLICY**

## **INTRODUCTION**

We recognise that many students have a mobile telephone and these can be extremely useful for contacting home and for security reasons, especially for students who may travel to school. In addition, many students have more sophisticated mobile telephones such as iPhones, which combine a number of additional facilities. As a school embracing the use of modern technology we are also aware of both the potential benefits of this and the necessity for appropriate use of such equipment.

Our policy is that students may bring mobile telephones into school however, as a working community, we do need to have regulations governing the use of these so that callers do not interrupt lessons and students do not use them unnecessarily. We are asking for a common-sense approach to the use of mobile phones and so are issuing the following guidelines.

All Mobile Telephones **must** be switched off between 8.30am and 4.30pm.

- ❖ *Students may not use mobile phones during the school day either to send or receive calls, text messages or listen to music.*
- ❖ *Authorised tablet computers rather than mobile phones will be used to access the internet in school.*
- Stand-alone MP3/MP4 players are not permitted in school
- Headphones are not permitted in school

Although the school is aware that many mobile telephones have video and picture taking facilities, for safety and data protection reasons, both for staff and students, students should not take videos or pictures of other people on school property. Mobile telephones used in this way will be confiscated.

**Students who are found to be disobeying the above rules will have their HHED confiscated and kept in a locked safe in Student Services. On the first occasion the HHED may be collected by the student at the end of the school day. On the second and any further occasions, parents will be asked to come and collect their child's HHED. Students may then be required to hand in their phone at the beginning of each day.**

