





THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

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|   | Name of School | The Coopers' Company and Coborn School |
| | Policy review Date | July 2023 |
| | School Staff were consulted on this policy | December 2022 |
| | Date of next Review | July 2024 |
| | Who reviewed this policy? | Mr Rob Bell |
| | To be approved by The Governing Board | July 2023 |
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Mobile Phone & Electronic Devices Policy



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AND COBORN SCHOOL

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MOBILE PHONE/ELECTRONIC DEVICES POLICY: 2023

Mobile phones, smart watches, tablets, headphones etc. are a feature of modern society. The vast majority of students own them and they enhance communication and student safety. They are of high monetary value. They nearly all have integrated cameras which can be used to take photographs that could have child protection, data protection and disciplinary implications. Any school policy must ensure behaviour does not cause offence to a teacher, student or another person, nor impedes/distracts the learning of the user or others. Views on issues concerning these devices vary and hence clear guidelines are necessary to ensure all understand and apply the rules. With the exception of the 6th form, in one location, the school is a 'mobile' and 'headphone' free site for **every** student.

Application:

1. These devices **SHOULD NOT BE USED ON THE SCHOOL SITE**. The expectation is that devices are switched off during the school day.

Exceptions to this rule are:

- Students are permitted to use their mobile phone outside the school gates, in the main, front, school car park before 8:35am and after 3:15pm (e.g. before the start of the school day/after the end of the school day).
 - 6th Form students are permitted to use these devices (including headphones) in the 6th Form Common Room
 - 6th Form students are also permitted to use them (including headphones) in R16/R17 and Learning Zone study sessions, for the purpose of studying only
2. Smart watches should be set to 'non-notification' mode, so that they cannot receive incoming calls/texts/notifications.
 3. Students are not permitted to wear headphones on the school site – if headphones are required for teaching and learning these will be provided by the school in a hygienic manner. The only exception to this rule is for the 6th Form, as detailed above.
 4. Parent(s)/carer(s) should NOT be called or texted by students if they feel ill or to pass on information that has happened at school. Nor should parent(s)/carer(s) attempt to contact students. Office phones (01708 250500) are available for direct communication between parent(s)/carer(s) and students throughout the day. Messages can be relayed in both directions.
 5. Security is the responsibility of the person owning the device. The School will not be held responsible for the loss or theft of such device, nor for damaging effects of their use. They are brought in at the owner's risk. Parents should ensure the devices are properly insured. They should not be left where they could be stolen or used by others without permission. They should preferably be locked away. They should be kept safe.

6. If a student is asked to hand their phone/device/headphones to a member of staff, this is non-negotiable. Discussions about the situation can take place once the phone/device/headphones have been handed over. Any student not following this instruction will be addressed in line with the school behavior policy.
7. Please note that this policy also extends to extra-curricular visits/residential visits (e.g. sporting fixtures) where it will be up to the discretion of the lead teacher to enforce the policy, where appropriate.

Sanctions:

Staff will use professional judgement in applying the above policy:

1. If a student violates the policy and is caught by a person in authority, the device will be taken by the member of staff and given to the relevant Key Stage Pastoral Manager.
2. Any student resisting confiscation will be referred to a member of the Leadership Team. This issue will be dealt with in line with our School Behaviour Policy.
3. The issue will be logged on Go4Schools so that parents/carers are aware. A detention will be set which lasts for 30 minutes.
4. The mobile phone/electronic device will be given back to the student at the end of the school day
5. If a second offence occurs, the detention will be escalated to a Senior Leadership Team detention
6. If a third, or multiple offences occur, escalating sanctions will be applied in line with the School Behavior Policy. This could involve the loss of privileges, loss of lunchtimes, community services and even a suspension from school.