



Mobile Phone Policy for *St George's College*



The purpose of this policy is to prevent unacceptable use of mobile phones by students, thereby protecting the College staff and students from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with other policies including the Computer User Policy. It is recognised that these documents will be reviewed periodically, in response to the ever-changing I.C.T environment at the College.

Student's Use of Personal Devices

- Students in Forms 1-4 are not allowed to bring mobile phones or personally owned devices to school unless individually sanctioned and recorded by the College authorities;
- The College accepts that there may be particular circumstances in which a parent wishes that their child has a mobile phone. This has to be agreed with the student's Line Teacher and the phone must be left with the student's Line Teacher while the student is in the school;
- If a student breaches this policy, then the phone or device will be confiscated and will be held in a secure place. Mobile phones or other electronic devices will be released to parents or guardians in accordance with the College policy;
- Phones and any other electronic devices must not be taken into examinations. Students found in possession of a mobile phone during an examination will be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations;
- If a student needs to contact their parent(s)/guardian(s), he/she will be allowed to use the school phone in Reception. Parents are advised to contact the Line Teacher if they need to speak to their child;
- Students should protect their phone numbers by giving them only to trusted friends and family members; students will be instructed in the safe and appropriate use of mobile phones and personally owned devices and will be made aware of boundaries and consequences;
- As young adults, Sixth Form students will be expected to use their mobile phones appropriately. Under no circumstances should calls or messages be made or received during lessons;
- No Sixth Form students should have a mobile phone visible or in use in the school buildings or corridors;
- The College will not return a confiscated phone to the individual student, only to the parent or guardian;
- Communication between parents and students during the College day should occur only through official communication channels and not via a student's mobile phone. Parents are expected to contact the College Reception, while students wishing to contact home must report to their Line Teacher or one of the Deputy Headmasters;
- Mobile phone use on College trips will be made on a case-by-case basis.

Staff Use of Personal Devices

Any permitted images or files taken in school must be downloaded onto the official server from the device and deleted on the device before the end of the day;

Staff are not permitted to use their own mobile phones for contacting children, young people or their families within or outside of the College setting in a professional capacity, except in the cases of emergency;



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- Mobile phones and personally owned devices will be switched off, or placed on 'silent' mode; bluetooth communication should be 'hidden' or switched off, and mobile phones or personally owned devices will not be used during teaching periods unless permission has been granted by a member of the Senior Leadership Team in emergency circumstances;
- If members of staff have an educational reason to allow students the use of mobile phones or personally owned devices as part of an educational activity, then it will only take place when approved by the Senior Leadership Team.

Staff/Student use of Whatsapp or Any Other Social Media Platform

WhatsApp and other social media platforms can increasingly have an impact on how teachers communicate with students. If such applications are to be used, the following guidelines must be adhered to:

- All WhatsApp groups involving teachers must be registered with the Deputy Headmaster (Discipline);
- All students involved and their parents must be officially contacted by the teacher concerned and a record kept with the Deputy Headmaster (Discipline);
- An official tone must always be used when using such applications;
- No emojis;
- Teachers and students may only communicate as a group.