



Sandbach High School

and Sixth Form College

Our Academy, Our Future

RESPONSIBLE USE POLICY FOR MOBILE PHONES AND ELECTRONIC DEVICES

We recognise that many students will choose to bring their mobiles and electronic devices into school and we operate a **Responsible Use Policy** so that learning is not interrupted by inappropriate use of a mobile phone or an electronic device by a student. We recognise that technology is an integral part of the world in which our young people live but schools and parents together have a duty to educate them in the responsible use of such technology in school and in their everyday life.

RULES FOR THE WHOLE DAY

- Mobiles and electronic devices should be switched off during assemblies, form time, pastoral sessions and during lessons. This includes smart watches.
- Students must switch off their mobiles and electronic devices before the start of lessons and other learning activities. Teachers will remind students to do this and model it by switching off their own mobiles and devices if they carry one.
- There may be opportunities in lessons when staff may encourage students to use a mobile or electronic device, for example to record homework, to photo shoot board notes or group work. This will always be at the direction of the teacher.
- Mobiles or electronic devices may be used by students during their break and lunch time and before and after school in the designated areas. These are the yard, Leisure Centre Social Area and Year 11 Form rooms
- Images and videos **must not** be taken of any person, staff or student, unless permission is given.
- Students must not record audio or visual discussions with staff under any circumstance, unless directed by a member of staff for a specific purpose within a lesson.

USE DURING THE SCHOOL DAY

Before 8.30 am (first bell for registration)

- Mobiles and electronic devices can be used in the designated areas. This includes making phone calls, listening to music and text messaging.

Lesson Time

- Mobile and electronic devices must be switched off and placed in bags, unless the teacher of the lesson has given permission to use them for learning purposes.

- During change over from one lesson to another mobiles and electronic devices cannot be used and must be switched off.
- Headphones cannot be used as students move around the school for health and safety reasons.
- When lining up for a lesson all mobiles and electronic devices must be switched off and in bags.
- Listening to music through headphones is **not** allowed in lessons.
- Using headphones to enhance learning, such as playing back a recording of one's self in an MFL lesson is acceptable and is to be allowed at the discretion of the member of staff.

Break and Lunchtime

- Mobile and electronic devices can be used during these times. Devices can be used in the canteen and outside the buildings but no headphones are to be used on the school corridors or when in the canteen.
- Listening to music is allowed through headphones only when in the yard - loud speakers are not allowed.

After 3.15pm

- Mobiles and electronic devices can be used after this time, unless the student is at an after school session, then normal lesson time rules apply.

CONSEQUENCES OF BREAKING THE RESPONSIBLE USE POLICY

Any misuse of a mobile phone or electronic device will result in its confiscation and locking in a safe area as follows:

- On the **FIRST** occasion the phone or device will be confiscated for **TWO DAYS**.
- On **SUBSEQUENT** occasions the phone or device will be confiscated for **ONE WEEK**.
- **If a student continues to abuse the policy, permission to have a mobile phone or electronic device in school WILL BE REMOVED.**

Devices will **NOT** be released over a weekend or school holidays and students will have to make alternative arrangements where necessary. The school cannot accept any responsibility in the event that the phone is lost or stolen. Parents will be informed when a mobile phone or electronic device is confiscated.

Any misuse of a mobile phone or electronic device will be dealt with by any member of staff at any time. Its confiscation will be reported to the Students' Achievement Coordinator, a record of mobile phone/electronic device confiscations will be kept. Parents will be informed by slip when a mobile phone has been confiscated and the device should be collected by a parent (or other designated adult) after the relevant time period. Confiscated mobile phones and electronic devices must be collected before 4.30pm. Misuse of mobile phones will also be linked to the school's behaviour policy.

Where a mobile phone or electronic device is used for any form of cyber bullying or accessing and networking of inappropriate material in school the student may be excluded for a fixed period by the Headteacher and the student banned from bringing such devices into school again. The mobile phone

or electronic device under these circumstances will be confiscated pending a meeting with parents. It will only be returned to parents.

EXAMINATIONS AND MOBILE PHONES/ELECTRONIC DEVICES

The school follows awarding body advice regarding mobile phones and electronic devices in examination situations and it is advisable for students to leave their mobiles or electronic devices at home during examination periods. Students are made fully aware of the serious consequences of mobile phones and electronic devices being taken into examination rooms.

PARENTAL COMPLAINTS

Where a parent/carer is not satisfied with any outcomes relating to this responsible use policy for mobile phones and electronic devices they should refer to the schools' complaints policy and procedures, copies of which are available in school.