

# Coleraine College



## Mobile Phone Policy

**February 2017**

**Reviewed: September 2020**

## **1. Mobile Phone Policy Statement**

1.1 The use of mobile phones and handheld devices has become widespread across all age groups in secondary education. Their use as a media platform for a number of functions has meant that the school needs a clear policy on the acceptable use of mobile devices in and outside of school.

1.2 Coleraine College recognises the need to encourage and educate students to use mobile phones in a way that promotes learning and organisational skills, whilst balancing against the potential risks of abuse, and the possible negative impact on learning.

## **2. General protocols for bringing phones into school**

2.1 Coleraine College accepts that nearly all students will bring mobile devices into school, some of which are very expensive. Students bring their phones to school at their own risk, and are required to take full responsibility for the safeguarding of their devices.

2.2 Coleraine College will not accept responsibility for the loss, theft or damage of mobile phones brought onto school site.

2.3 The use of mobile phones in school needs to be within the guidelines of this policy, and any member of staff will confiscate phones when there are breaches of this.

2.4 Students should not wear headphones or other audio cables in lessons unless given explicit permission by a member of staff for a specific curriculum based activity.

2.5 **Confiscation:** the breach of this policy will result in confiscation of the phone or device by a member of staff. Students are expected to accept confiscation without question, and failure to do so will result in further sanctions for defiance.

2.6 All confiscations will be for the remainder of the school day in the first instance. Confiscated phones will be taken to reception and stored in the safe. Pupils will be allowed to collect them from 3.15pm.

## **3. Use of phones during lessons and movement between lessons**

3.1 Phones must be switched off during lessons and be placed out of site.

3.2 Students will not be given permission to listen to music in class (even through headphones) unless part of a structured curriculum activity.

3.3 Mobile phones seen in lessons will automatically be confiscated and students are expected to accept this without question.

3.4 Students should not use mobile phones or have them out during movement time between lessons. Students seen abusing this will have the phone confiscated by a member of staff until the end of the day.

3.5 Students must hand in phones to member of staff before going in to the PE changing rooms. Phones will be securely stored and returned to pupils at the end of the lesson.

#### **4. Use of phones at break and lunch**

4.1 Students may use their phones at break and lunch for music, communication and social media.

4.2 Taking photos and video in and around school at break, lunch or any other time, is strictly forbidden and students seen doing this will have their phones confiscated and be expected to delete the images / video.

4.3 Abuse of phones in this way will be recorded on the student's behaviour record, and parents contacted.

#### **6. Use of phones for sixth form students**

6.1 Sixth form students are expected to adhere to this policy in the same way of as other students.

#### **7. Sanctions**

##### **Sanction record to be refreshed termly:**

**Level 1 – first offence:** phone / device confiscated until the end of the day

**Level 2 – two-three offences:** phone to be surrendered to reception every day for one week. Phone can be collected at 3:15 each day. Parents contacted.

**Level 3 – four or more offences:** pupil will be sanctioned under school discipline policy for persistent refusal to comply with school rules. Sanctions could range from after school detentions to internal suspension (withdrawal from classes) to suspension from school. Students may receive a ban from bringing phones to school at all for a defined period.

If concerns of a safeguarding nature involving mobile phones are reported, the PSNI may be contacted and remove phones in the course of an investigation.