

## POLICY ON MOBILE PHONES/MP3 PLAYERS

We prefer students not to have mobile phones or mp3 players in college and discourage them for various reasons including the possibility of loss, theft or damage, the possible disruption of teaching and learning, for reasons of individual health and safety and because of issues relating to child protection and bullying.

We are aware however that for reasons of safety and ease of out of school contact, some parents like their children to carry mobile phones and that students like to listen to music in mp3 format. This being the case we would ask parents to impress upon students the necessity to use mobile phones and mp3 players in a safe and responsible manner. We would also impress upon parents and students the need to consider the implications for their own health and well being and that of others when using these devices.

To ensure good practice regarding mobile phones and mp3 players we have drawn up the following college guidelines.

- Mobile phones and mp3 players are the responsibility of the owner and the college will not accept responsibility for phones or players that are lost, damaged or stolen.
- Mobile phones must be switched off and may not be used, for any purpose, on college premises, grounds or during off-site college activities during the school day. If a phone is switched on or used in college during the school day it will be confiscated, sent to the office, placed in an envelope bearing the pupil's name and will have to be collected by a parent or person with parental responsibility.
- It is permissible for students to use mp3 players during their own time i.e. break and lunch times. As with mobile phones, use of a player during teaching and learning will result in confiscation by the teacher.
- Mobile phones and players are strictly forbidden in examination rooms. **The Examination Boards' penalty for use is disqualification from the exam and possibly subsequent exams and loss of all marks.**
- **Mobile phones must not be used to contact parents during the college day.** If it is necessary to contact parents e.g. if a student is unwell, this must be done in the usual manner through the college office.
- **It is strictly forbidden** to record phone numbers, images of or the voice of any pupil, teacher or other member of staff without their prior knowledge and consent or to communicate these to another phone or computer. This may constitute a criminal offence and will be dealt with in an appropriate manner. The college may investigate this with the parent and student present or it may be a police matter. Where an offence, or suspected offence has occurred, the phone may be retained and used in evidence in any ensuing investigation.
- The college will assess and review the use of technological devices on a regular basis and will base policy on such assessment and review.