

Cowbridge Comprehensive School

Use of mobile telephones by pupils. October 2008

Our rules and expectations regarding mobile phones are clear. Pupils are allowed to bring mobile 'phones to school – we recognise that sometimes pupils will need to contact their parents to arrange collection following after school activities. Mobiles should not however, be turned on during school hours and under no circumstances should they be used during lessons.

If members of staff see a mobile 'phone being used by a pupil during the school day then the following guidelines should be followed:

- if a pupil has a 'phone visible outside a lesson then in the first instance a warning should be given. The phone should be switched off and the pupil should put it away;
- if the pupil has to be warned a second time then the 'phone should be confiscated;
- if a phone is being used during a lesson then it is expected that the 'phone should be confiscated;
- the 'phone should be sent to the relevant school office, placed in an envelope with the pupil's details clearly marked on it and the phone then locked securely in the safe;
- the pupil should be advised that they can have the phone returned to them from the office at the end of the school day (first offence);
- the relevant office staff members will keep a record of all property which has been confiscated and left in their care;
- if the same pupil's phone is confiscated more than once then the 'phone will not be returned to the pupil. Parents should be contacted and arrangements made to return the 'phone directly to them;
- any phone use during lessons in Middle School and Sixth Form should be recorded on the SIMS "comments" log;
- any 'phone use during lessons in Lower School should be recorded via a referral form and sent to the relevant Head of Year.

In line with these procedures pupils should not use a phone as a calculator in lessons.

If staff have reason to believe that the 'phone has been used to take photographs of pupils or staff then this should be reported directly to the relevant Head of Year or senior member of staff. The phone should be confiscated and the guidelines outlined above followed.

The School's Photography Policy invites all parents to agree to their child's photograph being taken and used in various school media. Unofficial photographs taken using a mobile phone or other device fitted with a camera clearly contravenes this policy.