



**Ramsey Grammar School**  
**Policy on**  
**Mobile Phones and Electronic Devices**

Policy updated: October 2020  
Policy to be reviewed: Jan 2022

## Mobile Phones and Electronic Devices Mobile Phones and Electronic Devices Protocol

### Purpose

The widespread ownership of mobile phones among young people requires that teachers, school administrators, students, parents and carers take steps to ensure that mobile phones are used responsibly at school. This Protocol is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed ensuring that the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

### Rationale

The school recognises that personal communication through mobile technologies is an accepted part of everyday life, but that such technologies need to be used well.

### Responsibility

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined below. The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents/carers to understand the capabilities of the phone and the potential use/misuse of those capabilities. Parents/Carers should be aware that the school cannot accept responsibility for any loss, damage or costs incurred due to its use.

**The school office remains the most appropriate point of contact for parents/carers for matters concerning their child during school time.**

### Code of Conduct for using Mobile Phones in School

1. Mobile Phones should be switched off and kept out of sight during lessons and whilst moving between lessons.
2. Students should not use their mobile phones at any time on the school corridors, in the lunch queue or in the school canteen.
3. Mobile Phones should not be used in any manner or place which is disruptive of the normal routine of the school.
4. At the discretion of the individual classroom teacher, mobile phones and electronic devices may be used as an aid to learning. It is for the individual teacher to make clear what acceptable use is in any particular lesson.
5. Headphones or earphones may be used for the purpose of learning in subjects such as Music or Modern Foreign Languages and by Sixth Form students during private study in the 6<sup>th</sup> form centre. Otherwise, headphones should not be worn in school.

### Unacceptable Uses

1. Unless express permission is granted, mobile phones should not be used to make calls, send text messages, take photos or use any other application during lesson time except at the discretion of the teacher.
2. Using mobile phones and their applications to bully, threaten or humiliate other students is unacceptable. It is a criminal offence to use a mobile phone to menace, harass or offend another person. Please note that almost all calls, text messages and emails can be traced.
3. Under JCQ Regulations, mobile phones are banned from all examinations. Students MUST hand phones to invigilators before entering the exam hall.

## Sanctions

In the event of unacceptable use, the following sanctions may be applied:

Use of phone	Action at time of phone use	Consequence
Use of mobile phone during a lesson without the permission of the teacher.	Phone will be confiscated and returned to the student at the end of the lesson.	1 behaviour point added This is recorded as a level 1 sanction.
Use of mobile phone in corridor/ canteen	Phone to be handed to requesting member of staff. Phone to be handed to the office and collected by the student at the end of the day	1 behaviour point added This is recorded as a level 1 sanction.

Should a student fail to follow the request to hand over their mobile phone, there will be a call for leadership group support. The phone will be confiscated and handed in to the office. With a senior detention being issued. This would then become a level 3 sanction.

Should a student still refuse to hand over their phone, then they will be sent home and issued with a minimum of a 1 day suspension, this would be classed as a level 3 sanction.

Any further infringement of the mobile phone Code of Conduct may result in a ban on bringing a mobile phone in to school.