

Mobile Phone Usage

The Hayfield School recognises that mobile phones are now an important aspect of everyone's life and have considerable value, particularly in relation to individual safety. The school therefore accepts that students are permitted to bring mobiles to the school but that use is **limited and restricted**. The school aims to educate students in the responsible use of technology.

Responsible Use

Students must use phones etc. responsibly at all times.

Note: All points in the policy apply to phones and any similar devices.

1. Students must ensure that files stored on their phones do not contain violent, degrading or pornographic images. The transmission of some information is a criminal offence. Students found to be responsible for this will have their phone confiscated; it will be returned to their parent / carer (in line point 5 of 'the Rules' cited below), or passed to the Police.
2. Cyber-bullying is completely unacceptable, students found to be responsible for this will have their phone confiscated; it will be returned to their parent / carer (in line point 5 of 'the Rules' cited below) or passed to the Police.
3. The school is a workplace, **phones must be switched off and kept in bags during and between lessons**.

Rules

1. Whilst the school gives permission for phones to be brought to the school, responsibility for the phone rests with the student and the school will take no financial responsibility for loss. The school bears no responsibility for confiscated items. Within PE lessons students should always place their valuable items in the 'valuables box' for safekeeping.
2. Students must not use phones during or between lessons. This means that phones must not be used for example, for making calls, checking the time or texting. Other features e.g. the calculator function may only be used with the specific permission of the teacher. Phones etc. must not be visible during or between lessons, they must be switched off and stored in the student's bag.
3. Head phones must not be worn during or between lessons
4. Students must not use phones (or MP3 players) to broadcast music.
5. **If phones are used at incorrect times students will be challenged, phones will be confiscated, and parents / carers will be asked to collect the phone from reception at the end of the following day (more specifically between 3.30 and 4.30 pm Monday to Thursday and 3.30-4.00pm on Friday).**
6. If there is an emergency which requires communication with home, students should go to reception and either use the landline phones available there or seek permission to use their mobile phone within the reception area. If parents / carers need to contact a student in an emergency they should phone reception (01302 770589) and a message will be taken to the student.
7. Mobile phones cannot under any circumstances be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations.
8. Students need to acknowledge that it is a privilege to be permitted to bring mobile phones to school and abuse of this policy may lead to a curtailment of this privilege.