



Laurelhill Community College



Mobile Phone / Devices Policy

1. Rationale

1.1 Laurelhill Community College recognises the value and the benefits of mobile technology but also realises the need to insist that their use is controlled within the college.

2. Aim

2.1 To ensure that each member of the college community is clear regarding the controlled use of mobile technology within the school.

3. Key Principles

3.1 Pupils who bring mobile phones, digital devices, including earpods to school MUST keep them switched off and keep them out of sight. Devices MUST NOT be used during the school day, including in the canteen, toilets, changing rooms or in the corridors.

3.2 ~~There is a zero tolerance for the use of mobiles in school.~~ The college cannot be held responsible for loss or damage to any mobile phones devices.

3.3 Pupils must not use their phone for audio recording. The taking of photographs and video in school is forbidden. Pupils are responsible for all communications they send, whether in or out of school, including messaging on social media platforms, texts and the taking and sharing photographs/videos.

3.4 Pupils must ensure that files stored on their phones do not contain violent, degrading pornographic or otherwise unsuitable content/ images. The transmission of some information is a criminal offence. Pupils in breach of this will have their phone confiscated; it will be returned to their parent/ guardian, or where appropriate given to the PSNI

~~Pupils MUST NOT use their mobiles in the toilets, changing rooms or in the corridors.~~

3.5 ~~Pupils should never contact parents/carers using a mobile device without first seeking the permission of a teacher. Pupils can use the college phone located in the college office.~~ Pupils should not contact parents via their mobile phone during the school day. If a pupil needs to contact home this should be done via a teacher.

3.6 We request that parents do not contact their child directly on mobile phones, via text or calls throughout the day. This allows the College to manage situations as they arise and allows the College to ensure matters have been effectively dealt with before parental involvement is needed. It also ensures the smooth running of the school and limits any unnecessary worry for parents.

3.7 In an emergency, parents / carers should phone the main office and a message will be taken to the student. This allows us to meet the emotional needs and offer appropriate support to the pupils if an emergency or distressing circumstance has arisen.

~~3.8 Mobile phones can be used in the canteen to listen to music, send a text to a parent or play games. A mobile phone may be can also be used for educational purposes under the direct supervision of a teacher.~~

~~3.9 Pupils who bring a mobile device on college trips do so at their own risk. The mobile phone may be collected by college staff at any time.~~

~~Breach of any of the conditions in this policy may lead to confiscation of the device by a member of staff and the member of staff may request the parent/carer to collect the device from the College Office.~~

Sanctions ~~4~~ Misuse of mobile devices

4.1 If a pupil is using a mobile device in class, he or she will be asked to put the device away. If the pupils cooperates there will be no further action.

4.2 If there is a second occasion where the pupil is using the mobile device in class, the teacher will ask the pupil for the device and it will be sent to the office. The teacher will record on SIMS 'misuse of a mobile device.' The office staff should contact the parents / carer and ask that the phone is collected at the end of the school day.

4.3 If a pupil refuses to hand over the device, the pupil be sent to the HoY and will remain off timetable until he / she cooperates. The parent will be sent a text message by the office requesting them to attend school to collect the device.

4.5 Where a Form Teacher identifies a pupil is persistently having 'misuse of a mobile device' recorded on SIMS, the Form Teacher will phone home and request the device is kept at home or in the school office, each day for two weeks.

~~When a mobile device is used in breach of this policy the sanctions include: signing of the passport, confiscation of the device, the college may request the parent/carer to collect the phone from the school office, detention or, in serious misuse, suspension.~~

~~Child Protection concerns could involve a referral to Social Services and/or PSNI.~~

~~If a pupil is using a mobile device outside the classroom he or she should be reminded to put the device away. If the pupil refuses to cooperate, the pupils should be asked to hand over the mobile device and it should be sent to the office. The office should contact the parent / carer and ask them to collect the phone at the end of the school day.~~

4.6 Where there is a persistent breach of the mobile phone policy or where there are Child Protection, concerns regarding misuse of a mobile device a pupil may not be permitted to bring their phone to school.

5. Conclusion

5.1 Students should acknowledge that it is a privilege to be permitted to bring mobile phones to Laurelhill Community College and abuse of this policy may lead to a restriction **or removal** of this privilege.

We would really appreciate the support of parents with this policy.

~~This policy is available on request from info@laurelhill.lisburn.ni.sch.uk~~

All policies will be published on the website – so no need to request