

Mobile Phones and Other Portable Electronic Equipment

A Policy Statement

The College accepts no responsibility for any mobile or portable electronic equipment and discourages such items on the premises. These items are easily damaged, lost or even stolen and their owners may be potential targets for bullying. We recognise that some parents may wish their children to have mobile phones for use in cases of emergency. There may be times when it would, with permission, be appropriate for the discreet use of a mobile phone, for example to contact parents if there are unforeseen circumstances that change return times on school visits.

Students

If you have a mobile phone in school you must:

- Keep it out of sight at all times
- Keep it turned off at all times
- Be responsible for your own property and bear the responsibility for any losses

If you choose to ignore these instructions and your phone is seen or heard, you will be required to hand it over to a member of staff. You will be issued with a letter for your parents, informing them that your phone has been confiscated. The letter acts as a receipt for your phone which will be kept in a safe place. Your phone will be kept for ONE FULL WEEK unless your parents make arrangements to collect it in person sooner. When they collect the phone they will be asked to sign for it and to take a second letter which outlines the college policy and asks for their support in complying with it. Should you choose to ignore college rules concerning mobile phones and your phone is confiscated again it will be kept for ONE FULL WEEK, e.g. if it is confiscated on a Friday your parents cannot collect it until the following Friday.

If you have an MP3 player or iPod in school you may:

- Use it at break and lunchtimes
- Ask to use it without earphones as a flash drive during lessons
- Be responsible for your own property and bear the responsibility for any losses

If you are seen using your MP3 or iPod during lessons without permission, or between lessons, you will be required to hand it over to a member of staff. It will be kept for 24 hours. Items confiscated from students will be given in to the Student Support Office where they will be logged the student's name, item and date will be recorded. Students should collect MP3 or iPod's the next day. A period of confiscation of ONE FULL WEEK will be applied to students who continue to ignore the college rule.

September 2008