



THE LATYMER SCHOOL

Founded 1624

MOBILE PHONE AND PERSONAL ELECTRONIC DEVICES POLICY

Policy produced by	Assistant Headteacher for Care, Guidance and Support
Policy adopted	Full Governing Body June 2017
Review policy	To be determined by the Governing Body

THE LATYMER SCHOOL MOBILE PHONE AND PERSONAL ELECTRONIC DEVICES POLICY

Students must **not** take photographs, videos or record audios of a fellow student or a member of staff on the school premises, unless given specific permission by a member of staff for educational purposes.

Electronic devices can be used for educational purposes as a resource to complement existing learning materials and pedagogy when given specific permission and/or instruction by a member of staff.

Students in all year groups are permitted to listen to music (using headphones) during study periods. This is on the provision that their music cannot be heard by other students or staff and that they are not disturbing others.

Students must follow the school policy on mobile phone and electronic device use:

STUDENTS IN YEAR 7 – 11:

Mobile phones, MP3 players, other electronic devices and the headphones for the use of any such device should not be seen, heard or used in the school grounds or buildings. The exception to this rule is if a student is given specific permission by a member of staff to use their mobile phone, or electronic device, for educational purposes or when used for listening to music (with headphones) during study periods.

Electronic devices can be used for educational purposes as a resource to complement existing learning materials and pedagogy when given specific permission and/or instruction by a member of staff.

Students are expected to switch off their mobile phones (as opposed to being in 'silent' or 'vibrate' mode) as soon as they enter the school gates and put them in either their bag or locker. Students can check their mobile phones for messages or communication from parents before 8.40am and after 3.45pm in the Small Hall or in the playground but they cannot be used for any other purpose. The school accepts no responsibility in the case of theft, loss or damage.

We strongly advise that such items are not brought into school but appreciate that parents or carers may wish for their son/daughter to carry a mobile phone in order to communicate with them on the journey to school and home.

If a parent/carers needs to contact their son/daughter, they can either phone the school office (020 8807 4037) or email the school office (office@latymer.co.uk) and the message will be passed on. If a student needs to contact their parents/carers in an emergency they can go to their Head of Learning's Office or the Main School Office during break, lunchtime or after school where they can then use the school phone.

STUDENTS IN YEAR 12 AND 13:

Mobile phones should either be switched off or left on 'silent' mode during the school day. Students in the Sixth Form can use their mobile phones for making telephone calls when not in lessons provided they are in one of the following designated areas:

- Sixth Form Common Room
- The quad directly outside the Common Room (not in close proximity to lessons)

Mobile phones, MP3 players and other electronic devices can be used for academic purposes only in the following areas (headphones must be worn if listening to audio or music and must not be able to be heard by others):

- Sixth Form Common Room
- Sixth Form Study Room
- Small Hall
- Learning Resources Room
- School Library

Mobile phones, MP3 players, other electronic devices and the headphones for the use of any such device should not be seen, heard or used in any other areas of the school, including corridors.

DEALING WITH BREACHES OF THE MOBILE PHONE AND PERSONAL ELECTRONIC DEVICES POLICY:

Breaches of the Mobile Phone and Personal Electronic Devices Policy will be dealt with using the same principles as set out in the School Behaviour Policy, with the response being proportionate to the severity of the misuse and escalating sanctions being applied.

ESCALATING SANCTIONS:

Breaches of the Mobile Phone and Personal Electronic Devices Policy will lead to confiscation of the mobile phone or electronic device by the member of staff. The confiscated item will be taken immediately to the main school office/reception by the member of staff for safe keeping. This will be recorded by the school office.

1st Confiscation:

- Parents will be notified that their son/daughter has had their mobile phone or electronic device confiscated via an email (sent on behalf of their Head of Learning by the School Office).
- The confiscated item will be returned to the student at the end of the day.
- The student will be placed in a school detention (parents/carers will be notified by an email on behalf of the Assistant Headteacher – Care, Guidance and Support by the School Office).

2nd Confiscation:

- Parents will be notified that their son/daughter has had their mobile phone or electronic device confiscated for the second time via an email (sent on behalf of their Head of Learning by the School Office).
- The confiscated item will be returned to the student at the end of school the following day.
- The student will be placed in a school detention (parents/carers will be notified by an email on behalf of the Assistant Headteacher – Care, Guidance and Support by the School Office).

3rd Confiscation:

- Parents will be notified that their son/daughter has had their mobile phone or electronic device confiscated for the third time via an email (sent on behalf of Assistant Headteacher – Care, Guidance and Support by the School Office).
- The confiscated item will be returned to the student at the end of school the following day.
- The student will be required to hand in his/her mobile phone or electronic device to reception each day upon arrival. The phone will be collected at the end of the school day.
- The student will be placed in a school detention (parents/carers will be notified by an email on behalf of the Assistant Headteacher – Care, Guidance and Support by the School Office).
- The Head of Learning will contact the parent/carer to either arrange a meeting or discuss the concern via a telephone conversation.

More severe sanctions, including banning the pupil's mobile phone and/or electronic device, may be incurred for persistent offenders or for failing to immediately comply with a member of staff's request.

Online Safety Infringement's:

Sanctions for any behaviour or actions which breach the Online-Safety guidance (Online-Safety Policy) are outlined in the School Behaviour Policy.