



MOBILE TELEPHONE POLICY

MAY 2017

Title	Mobile Telephone Policy
Summary	Guidance for all stakeholders regarding: The use of mobile telephones during the School day.
Purpose	To ensure that all pupils, parents and staff are aware of the regulations for the use of mobile telephones.
Operational Date	June 2017
Review date	May 2019
Version Number	1
Supersedes previous	n/a
Author	M T Wilson, Vice Principal
Frequency of Review by Author	Bi-annually in May
Frequency of Review by Education Committee	Bi-annually in June
Date last Reviewed and Approved by Education Committee	June 2017
Frequency of Review by Board of Governors	Bi-annually in June
Date last Reviewed and Approved by Board of Governors	June 2017

To be posted on School website	Yes
Date and version posted	27 th June 2017 V1

Mobile telephones are now a feature of modern society and most of our pupils own one.

Increasing sophistication of mobile telephone technology presents a number of issues for all schools:

- The high value of many mobile telephones.
- The integration of cameras into mobile telephones leading to potential Child Protection and Data Protection issues, as outlined in the Safeguarding and Child Protection Policy.
- The potential to use the mobile telephone e.g. for texting whilst on silent mode or using the internet to access social media and/or inappropriate applications.
- Cyber-bullying.

It is not realistic to prohibit mobiles telephones being brought to school, nor is it logistically possible to collect them in each morning and return them in the afternoon. It is our policy to allow pupils to have a mobile telephone with them in school under the conditions outlined below.

1. Mobile telephones are permitted but must be turned off and not used during the school day without permission. *Mobile telephones should not be visible e.g. they should not be stored in the top pocket of a shirt or blazer.*
2. It is strictly forbidden for pupils to take photographic images in School unless for use for a school purpose and authorised by a member of staff. Breach of this major rule of School discipline will be subject to disciplinary action in accordance with the Action Plan for Positive Behaviour.
3. If a pupil breaches these rules the mobile telephone will be confiscated and given to the Headmaster, who will return it directly to a parent at any time or, on the following school day at the earliest, to the pupil on receipt of a note from a parent requesting its return.
4. Mobile telephones **must not** be taken into external examinations under any circumstances. Possession of a mobile telephone is a serious offence and could result in DISQUALIFICATION from your examination and your overall qualification. During internal examinations mobile telephones must be switched off and out of sight as outlined in the school regulations.
5. Mobile telephones with a recording or camera facility should not be used during any School organised activity e.g. school trips to record, take, store or distribute photographs/videos of any other person without his/her permission.

Emergencies:

If a pupil needs to contact his/her parents/guardians he/she will be allowed to use a school telephone which is available at the General Office. If parents need to contact children urgently they should phone the General Office and a message will be relayed promptly.

Responsibility for mobile phones:

Items of electronic equipment are brought to School at pupils' own risk. Belfast Royal Academy accepts no responsibility for theft, loss, damage or health effects relating to mobile telephones. It is the responsibility of parents and pupils to ensure mobile telephones are properly insured.