

HUNTERHOUSE COLLEGE MOBILE PHONE POLICY (updated June 2020)

This policy has been drawn up with the interests of the whole college community in mind and with the intention of safeguarding students and preventing disruption to learning.

Any infringement of this policy will result in sanctions being applied which may involve confiscation of the phone

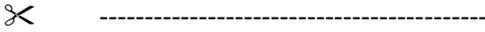
Students will be reminded regularly of steps to take to safeguard themselves while using mobile phones and other personal electronic devices. While it is not the remit of the College to investigate inappropriate use of mobile phones/social media outside the College, we would ask parents/carers to make us aware of any such incident and will work to support any student in College affected by this. We will also liaise with outside agencies investigating any such incident. Students should be aware that inappropriate use of social media sites either inside or outside of College may involve the PSNI, Social Services and other agencies.

1. If any parent/carer wishes their child to have a mobile phone when they are on the College site, then s/he should complete the Mobile Phone reply slip. This requires the student and parents/carers to acknowledge by signing that they understand and accept the College's Mobile Phone Policy.
2. The College cannot accept responsibility for loss or damage to property, however that loss or damage may be deemed to have been caused.
3. **When a student is on the College site, their phone should be switched onto silent mode and out of sight in their inside blazer pocket.** If a member of staff sees a student with a visible mobile phone around the College site, they will be asked to put it in their inside blazer pocket.

Repeated instances will lead to the confiscation of the phone. If a student gets their mobile phone out in a lesson, unless they have been directed to do so for an educational purpose by a member of staff, the phone will be confiscated by the member of staff and held in Pupil Reception.

The student may collect the phone at the end of the day and they will receive a Concern Point. Please note that Sixth Form students may use their phones in the Sixth Form Leisure Area only.

4. At no point should a student use their mobile phone (or other personal electronic device) to take photographs/videos of other members of the College community unless they have been authorised to do so. **Students should be aware that it is an offence to film/photograph another person without their permission.** Any student who uses their mobile phone in school to film/photograph another person without their permission will be subject to serious sanctions and may be referred to the PSNI.
5. If a student feels that they need to contact a parent/carer at any point during the school day they should come to Pupil Reception where arrangements will be made to enable them to do this.
6. If contact with parents/carers needs to be made because a student is unwell or has had an accident, this will be done by College staff via Pupil Reception/Main Office. It is not acceptable for a student to use their mobile phone to contact parents/carers directly to ask to be taken home without the knowledge of a member of staff.
7. Parents/carers needing to contact a student during the school day should contact Pupil Reception/Main Office.



Reply Slip

Use of Mobile Phones

Name of Student:

Their mobile phone number is:

Please tick below as appropriate.

My child's phone has internet access. I have reminded them that they must not use their phone to access social networking sites while they are on the College site.	
If my child needs to access the internet during the school day, they are aware that filtered internet and monitored internet access is available via the computers in the LRC, including at break, lunchtime and after school.	

- I/We have read and understood the College's Mobile Phone Policy.
- I/We understand that the Mobile Phone Policy was drawn up with the interests of the whole college community in mind and with the intention of safeguarding students and preventing disruption to lessons and to school routines.
- I/We understand that any infringement of this policy will result in sanctions being applied which may involve the phone being confiscated.
- I/We understand that if a student is found in possession of a mobile phone (or other personal electronic device) during an examination, either internal or external, they are likely to have their paper cancelled. A public examining body may, in such circumstance, ban a candidate from taking any of that authority's examinations in future or may cancel any marks which have been awarded in previous papers in that examination series.
- I/We undertake to notify the College if the students' mobile phone number changes.

Signed: _____
(Parent/Carer)

Signed: _____
(Pupil)

Date: _____

Date: _____