



Maharishi School Mobile Phone Policy

Mobile phone policy. Comes into effect from September 2017.

The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that they are used responsibly. This Mobile Phone Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring that the benefits that they provide can continue to be enjoyed.

The Mobile Phone Policy applies to students during school, on school excursions and during extracurricular activities both on the school premises and off site. This includes the before-and after school clubs.

It is recognised that many students and their families own a mobile phone and that some parents/carers request that their child bring a mobile phone to school for safety and security reasons on the way to and from school. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions. The school is prepared to allow mobile phones on the premises but only within the parameters of this Mobile Phone Policy.

- The decision to provide a mobile phone to their child should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities.
- Parents/carers should be aware that if their child takes a mobile phone to school, it is assumed that their household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage, theft or costs incurred due to its use.
- Parents/carers are reminded that in the case of emergency, the school office remains the first vital and appropriate point of contact.

Primary phase:

- Pupils are not permitted to have a mobile phone on the school premises at any time. Any exceptions must be authorised by the Headteacher.

Secondary phase:

- Before pupils enter the school premises, mobile phones must be switched off and stored safely in their school bag.
- After the morning register has been taken, the form tutor will take in all mobile phones. Every mobile phone will be put in a plastic wallet with the pupil's name on it and placed in a container. A record will be kept of which mobile phone have been handed in. The container of mobile phones will be taken by a designated pupil to the school office and securely locked away until the end of the day.
- Any pupils who arrives late to school and misses the opportunity to hand their mobile phone into the form tutor, must take responsibility to hand in their mobile phone to the school office to be stored safely.
- At the end of the school day, a designated pupil will collect the mobile phones from the school office and the class teacher will distribute the phones back to the pupils. Mobile phones must be immediately placed out of sight into a school bag until the pupil has left the school premises.
- This Mobile Phone Policy continues to be effective during all before and after-school activities.

Sanctions:

- On the first and second infringement of this policy, the pupil's mobile phone will be confiscated by a staff member and securely locked away for the rest of the day in the school office. Parents/carers will be informed by the school office and can make an appointment with a senior member of staff to collect the phone at a mutually convenient time. Confiscated mobile phones must be collected by a parent and will not be returned directly to a pupil.
- On the third, and each subsequent infringement of this policy, the pupil will receive a serious warning. Parents/carers will be informed that the phone has been confiscated and will be able to make an appointment with a senior member of staff to collect the phone at a mutually convenient time. Confiscated mobile phones must be collected by a parent and will not be returned directly to a pupil.

Theft or damage:

- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

- The school accepts no responsibility for students who lose or have their mobile phone stolen whilst travelling to and from school.
- It is strongly advised that students use a password/pin number to ensure that unauthorised phone calls cannot be made from their phones, for example if the phone becomes lost or stolen. Students must keep the password/pin number confidential.

Exemptions:

- Exemptions of this policy can only be approved by the headteacher, and then only in exceptional circumstances.

Parent's use of mobile phones:

- For safeguarding reasons, parents are advised not to use Camera phones to take images on the school grounds.
- Parents should not place images of other children taken at school on social media sites without permission from the parents of the child/children involved.