



**Maharishi School**  
**Mobile Phone/Device Policy**  
(Revised April 2018)

This policy is aimed at providing a safe and harmonious environment for both pupils and staff.

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

The 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. Many students and their families own mobile phones/devices and 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 Device Policy, as follows:

- 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 device 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**

Children should not bring in mobile phones, iPads and other electronic devices into school. This includes breakfast & after school club and will ensure that children are not taking photographs, creating videos, making calls or texting during the school day. In addition this will prevent any devices being lost, stolen or damaged in school.

### **Secondary Phase**

All mobile devices, (such as phones, iPods, iPads, personal computers, game consoles, etc.) must not be used anywhere in the Secondary phase or on the playground during school hours from 8.50 am till 4.15 pm. This includes break

and lunchtimes and also breakfast & after school clubs. All devices are collected at the beginning of the day, locked away in the office and returned at the end of the school day. Any device not handed in and subsequently seen or heard by a staff member will be confiscated, placed in an envelope with the pupil's name on and kept in the school office. See **Sanctions** below. Exceptions to this are Chromebooks provided by the school or exceptional staff-permitted cases where, for example, photographs are being taken for Secondary Art lessons.

- On entering the building, any pupils with mobile phones will be expected to hand them in where the phones will be stored securely in a locked cabinet in the school office for the rest of the school day. This also applies to pupils who arrive late.
- At the end of the school day, the mobile phones will be given back to the pupils.
- 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.

## **Parents' use of Mobile Phones**

- For Safeguarding reasons, parents, carers and visitors 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.
- The school accepts no responsibility for parent/carer/visitor use of mobile phones/cameras on or directed into school premises.