



Introduction:

This policy sets out the School's framework governing what is deemed to be acceptable use of mobile phones. The purpose of this policy is to prevent unacceptable use of mobile phones or camera-phones by students, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with other policies including the 'E-Safety' policy and 'Internet Acceptable Use' policy. It is recognised that these documents must be reviewed and revised regularly in response to the ever-changing ICT environment at the School.

The Policy:

1. The School strongly advises that mobile phones should not be brought into school.
2. The School understands a parent's wish for their child to have a phone for their journey to and from school. However, parents and students should understand that this is entirely at their own risk as the School accepts no responsibility for loss, theft or damage of any phone, mp3 player or device brought into school. If a parent wishes their child to bring a mobile phone into school, the parent should complete a Mobile Phone Authorisation (MPA) Form. A mobile phone can only then be brought in when the child is given a Mobile Permission Card. The child should have this card with them at all times. Please note that completed MPA forms, will be considered by Head of Schools. Where adequate reasons are not provided or not accepted by Waverley Studio College, the school reserves the right to deny authorisation.
3. Mobile Permission Card holders will need to hand in their mobile phone to the collection point when they arrive at school and collect it at the end of the day.
4. Any student who refuses to hand over a mobile phone when requested will be removed from lessons by a member of the senior leadership team and it will be treated as a disciplinary matter.
5. It is forbidden to record photographic images (still or video) or sound recordings of staff or students without their explicit permission.
6. Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents will normally be informed. If the action is repeated, is flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. The child's parents will be informed and the Governing Body may be notified.

7. As part of the School's Internet Acceptable Usage Policy and E -Safety Policy, the School reserves the right to confiscate and search where there is a reasonable suspicion any phone that it may contain undesirable materials including those that promote pornography, violence or bullying.
8. As young adults, Sixth Form are permitted to use mobile phones within their social learning zone. Under no circumstances should calls be made or received during lessons or in the Library.
9. Communications between parents and students during the school day should only occur through the School's official communication channels and not via a student mobile phone. Parents are expected to contact our Main Reception whilst students wishing to contact home must also report to the Main Reception.
10. Under no circumstances should mobile phones be taken into any external examination. This includes those that are turned off within a bag or coat. Any student who is found in possession of a mobile phone will be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations.
11. If a mobile phone is confiscated from a pupil, it is the responsibility of parents/legal guardian/carer of that child to contact the Achievement Coordinator in school who will make an appointment at their convenience, for collection of that mobile phone after a minimum period of two weeks.

Policy adopted by Waverley Education Foundation Board of Trustees on: 06/12/2016

Policy to be reviewed on: December 2017

Signed:

X _____
Chair of Trustees

X _____
Principal