



Phones and Devices Policy

Issued by:	Deputy Head (DEH)
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ST MARY'S CALNE

Mobile Phones/Devices: Etiquette for Pupils

The school recognises that personal communication through mobile technologies is an accepted part of everyday life and that these devices can be very positive and helpful. Nevertheless, there is a need to be aware at all times of their potential to have a negative impact on pupils in addition any use which might be regarded as discourteous (however unintentional this might be) should be carefully considered and steps taken to avoid it.

Following the DfE guidance¹ pupils below the Sixth Form are not allowed their phones during the school day. The table showing when Fifth Form and below are allowed their mobile phones after the end of the school day is below.

YEAR	LIV Form	MIV Form	UIV Form	LV Form	UV Form
All mobiles and wireless compatible items (e.g. tablets)	From 17.05 – 18.45 Note: iPads at 19.30	From 17.05 – 18.50 Note: iPads at 19.45	From 17.05 – 20.30 Note: Mobile phones at 18.50	From 17.05 – 21.00	From 17.05 – 21.15
Notes:	Maximum time of 30 minutes	Maximum time of 30 minutes			

¹ Mobile Phones in Schools February 2024

The following guidelines are to be followed by pupils who bring mobile phones/devices to school. These guidelines apply to pupils both while they are on the school campus or away from the school, when involved in matches or other trips run by the school.

1. Mobile phones/devices should be put silently/switched off and kept out of sight during classroom lessons unless express permission is granted for their use.
2. Around the school the expectation is that mobile phones/devices should be kept out of sight and silent. They must not disrupt the normal school routine with ring tones, music or beeping. Making and receiving calls on the move is not allowed, pupils should move to a secluded area when on a call.
3. Unless express permission is granted, mobile phones/devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during formal school activities (such as Chapel Services, lectures, concerts, play performances etc.). The normal protocol is that mobile phones/devices should be kept completely out of sight and on silent throughout such occasions.
4. In the Dining Room, in which the context is primarily that of a social occasion, face-to-face interaction with other people present is key. Therefore, mobile phones/devices will not be used during meals and calls are not to be made or taken whilst in the Dining Room.
5. In Houses, pupils may use mobile phones/devices in accordance with the guidelines available in each House.
6. In accordance with the ICT user policy, mobile phones/devices should not be used to photograph or film any pupil or member of staff without their consent. In the event that this happens the pupil will be asked and expected to delete those images; sanctions are likely to follow.
7. It is not acceptable to use or tamper with anyone else's mobile phone/device without their express permission.
8. It is not acceptable to use a mobile phone/device to menace, harass or offend another person; it should be remembered that almost all calls, text messages and emails can be traced.
9. There are clear regulations concerning mobile phones/devices in the context of public examinations. These are published separately.

Should any of the above points not be adhered to, a pupil should expect her phone to be confiscated. The phone will be taken to the School Office, the confiscated phone will be then taken to House by the evening tutor and given back to the pupil when it is deemed appropriate by the House staff.