


Paulet High School	School Procedure (in-line with JTMAT Policy)		
Document Title	Mobile Phone Procedure		
Document Status	Approved	Approved Date	September 2016
Document Owner	Headteacher	Review	Annually
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>

Mobile Phone Procedure

Carrying mobile phones at Paulet High School is not a right it is a privilege.

The school wishes to trust its students to use mobile phones correctly. Permission is therefore given for mobile phones to be brought to school as long as the conditions below are met. A breach of this trust by a student will result in the one or more of the sanctions, outlined below, being applied.

Mobile phones must be kept turned off and in school bags. They should be out of sight at all times whilst on the school premises. This applies to the time before school; at breaktime; lunchtime and after school until the student is off the school premises. This also includes the use of mobile phones for listening to music anywhere on the school premises and therefore headphones should not be visible.

The only exception to these rules is if a teacher has given a student permission to use his / her phone and / or headphones for teaching and learning purposes e.g. the phone's calculator application during a lesson or to take a picture of a piece of work. Technology should only be used in these circumstances to benefit the learning and progress made within the lesson.


Sanctions for:

using a mobile phone or having a mobile phone visible in the school building

- The student will be asked to turn the phone off
- The phone will be confiscated and the member of staff will take the phone to the Inclusion Centre to be stored safely
- The phone will only be returned when a parent/carer is able to attend the school to pick up the phone; this will be arranged by the Inclusion Centre Staff
- On rare occasions, when a student needs the phone for extenuating circumstances on the same day and the parent / carer cannot be contacted, the phone will be returned and parents contacted the following day

using a mobile phone to breach another person's privacy e.g. taking pictures / filming

- The mobile phone will be confiscated and the member of staff will take the phone to the Inclusion Centre to be stored safely. It will only be returned to the parent of the student.
- A blue incident report form will be completed and statements will be taken if necessary
- Other sanctions for the misuse of a mobile phone will be applied; the severity of these sanctions will be dependent on the incident
- Possible sanctions for this misuse of a mobile phone include planned time in the Inclusion Centre or, in the most extreme cases, possible fixed term exclusions
- In some circumstances a banning order will be issued preventing a student from bringing their mobile phone to school for one term. If a student, in receipt of a banning order, requires the mobile phone for their transit to and from school they will be required to hand it in to the Inclusion Centre daily for the duration of the banning order (Appendix 1)

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Appendix 1 – Banning Order

<<date>>

Dear <<name>>

Mobile Phone Banning Order

I regret to inform you that, due to a serious breach of the school’s student code of conduct and Mobile Phone Policy, I have today issued your child with a Mobile Phone Banning Order.

I have taken this action because your child has.....

The banning order will be in effect until <<date>> during which time your child should not bring his/her mobile phone to school. In the event that you need your child to have his/her phone for the journey to and from school, he/she should surrender it to the Inclusion Centre daily for the duration of the banning order.

To ensure adherence to this banning order your child will undergo occasional bag and pocket checks.

Please sign and return the attached slip to me, at school, to confirm your receipt and support of this banning order.

Yours sincerely,



Ian McArthur

Headteacher.

I / We, the parent(s) / carer(s) of _____ confirm our receipt and support of this banning order until it expires on <<date>>.

Signed: _____ Date: _____

Please return to Mr. McArthur – Headteacher

Copy and paste onto school letterhead before sending to parent / carer