



## **MOBILE PHONES**

Although we recognise their convenience and value in an emergency, the use of mobile phones in school can create unnecessary and problematic situations.

We therefore require all pupils to be aware of and to follow these guidelines:

- ◆ Pupils in the Preparatory School may not bring mobile phones to School at any time.
- ◆ In the Senior School, phones are permitted only under strict adherence to the following guidelines:
  - All mobile phones must be clearly marked with the pupil's name and, in the case of loss or unlikely theft, protected by a key code.
  - Responsibility for their phone rests entirely with each pupil. The School does not accept responsibility for loss or damage to any pupil's phone
  - In normal circumstances, mobile phones **may not be used** on School premises during the School working day. **A Beechwood School day begins as 8am and continues through until 6pm.**
  - In exceptional circumstances mobile phones may be used during the lunch break for contacting parents to make arrangements for picking-up and other similar uses, but they may not be used in the school Refectory and must not be used for purely social purposes. Exceptional circumstances do not include the desire to discuss with parents or friends a problem encountered at School. If a pupil needs to use their phone they **must first seek** permission to do so.
  - Clearly, text messaging between pupils is not allowed at any time during the school working day.
  - Similarly, mobile phones **may not be used** to make arrangements to be collected early from School in the event of illness. The School Nurse remains the only member of staff who should make such arrangements.
  - The School will confiscate a mobile phone from any pupil who disregards these guidelines for a minimum of **24 hours**. A pupil who has their phone removed on a second occasion will lose their phone for up to **48 hours** and their parents informed and who will be required to come in to School to collect it during this period. Other sanctions can and will be applied as discretion demands. A phone confiscated on a Friday will not be returned until Monday.
  - The School also reserves the right to confiscate mobile phones and to inspect their contents if it is suspected that they have been used for malicious, offensive or illegal purposes.
  - Pupils are allowed to use phones in lessons if directed to do so by the member of staff taking the lesson.
  - Pupils are reminded about the Anti-Bullying Policy and the ICT Acceptable Use Policy which identify both safe use of technology and the concerns and serious issues that surround cyber-bullying.