

Policy Title: Rules on the use of Mobile Phones and Electronic Devices	Effective Date:	Sept 2021
SMT Member Responsible: Sian Mundy	Review Date:	Sept 2022
Governors' Committee Responsible: N/A		

1. Rationale

- 1.1. Sheldon School recognises and accepts that parents/carers give children mobile phones to protect them from everyday risks including personal safety. Many students travel alone on public transport or by foot and/or take part in extra-curricular activities outside normal school hours. The rules below acknowledge this.
- 1.2. Students are therefore permitted to bring phones into school, with the provisos as set out in section 2.
- 1.3. Electronic devices, however, where permitted, must be used responsibly as set out below and must not interfere with the learning or social culture of the school. The camera function must not be used in school, unless directed by a member of staff.

2. Arrangements

- 2.1. Sheldon School aims to be a mobile free site as far as possible. On entry to the school site, all mobile phones and any headphones must be switched off or put on silent, with any notifications to Smart watches deactivated so they do not go off accidentally in the course of the day. Phones and headphones must be placed in school bags for the duration of the day, unless there are exceptional circumstances as set out in 2.2.
- 2.2. If a student needs to use their phone to make contact home during the course of the school day, they should go to either their tutor, Student Services or Reception for special permission. In these instances, they may either be supervised to use their phone discreetly or a member of Sheldon staff will make contact on their behalf. In exceptional circumstances, at the end of the day when a student needs to make contact about arrangements to get home, or be picked up, students would be permitted to use their phone once they are out of the main site area, e.g. while at the bus park or on the path beyond M10/M11 classrooms or on the outer limits of the school field.
- 2.3. Sixth form students are permitted to use mobile phones discreetly in sixth form areas.
- 2.4. If these rules are broken, the item will be confiscated and kept at reception until the end of the day. If it is the first time this has happened, the pupil may collect the item from reception at 3pm and a letter will be sent home. If it is the second or subsequent time, the item must be collected from reception by a parent or guardian.
- 2.5. Students must hand over a phone or electronic device immediately when asked to do so. If there is rudeness or reluctance, the imposition of an additional sanction may be considered.
- 2.6. If the problem persists, a pupil may be refused permission to bring their phone into school.