

LADY MANNERS SCHOOL



MOBILE 'PHONE USE IN SCHOOL

- Mobile 'phones can only be brought to school for specific purposes e.g. the need to contact a parent on the journey home from school.
- During the school day they must be kept switched off and out of sight. The normal place to store a mobile 'phone would be in a locker.
- Use of a mobile 'phone, or other mobile device, in a lesson is forbidden.
- In the unlikely and unusual circumstance of a student wishing to contact parents in an emergency during the school day, the student should seek permission from a member of staff. In the first instance it should be established by the member of staff whether the contact can be made through the school office.
- Parents wishing to contact their children during the school day should do so through the school office.
- The use of any mobile device to access the internet is expressly forbidden as is the taking of any still or moving image which is not under the instruction of a member of staff.
- Unauthorised use of a mobile 'phone in lesson, or during other supervised activities, will result in the confiscation of the 'phone. The member of staff confiscating the 'phone will ask the student to turn it off before removing it. The 'phone will usually be returned at the end of the school day but in the case of serious or repeated unauthorised use contact may be made with parents before the 'phone is returned.
- Unauthorised use of a mobile 'phone when students are on the school premises but not in lessons would be dealt with in the first instance by signing the behaviour card but in the case of serious or repeated unauthorised use the 'phone may be confiscated and contact made with parents before the 'phone is returned.
- In cases of suspected bullying or harassment a member of staff may ask to see messages or images stored on the 'phone.
- The school accepts no responsibility for loss or damage to mobile 'phones brought in to school. This is in line with the school rules which state that 'valuable items should not be brought into school'.
- These rules also apply to Sixth Form students whilst in lessons and Main School areas.