**BROWNLOW INTEGRATED COLLEGE**



**MOBILE PHONE POLICY**

**2019 - 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author** | **Ratified by** | **Date** |
| 1 | Mrs Stevenson | BOG | 16th May 2019 |
|  |  |  |  |
|  |  |  |  |

**Mobile Phone Policy**

The College recognises that mobile phones are now an important feature of everyday life and can play a considerable role in personal safety.  The college permits pupils to bring mobiles with them to school but their use should be restricted during the school day.

Responsible use of such devices enhances the Child Protection Policy of the school and also safeguards the rights of adults in the school community. Whilst the College aims to promote the responsible use of technology for its pupils, it must take cognisance of the obvious concerns surrounding recording and data/image capture facilities of mobile devices.

**Students must use phones and other technological devices responsibly.**

**Note:**     All points in the policy apply to phones, I-pods, MP3, MP4 players or any similar communication device.

**Responsible Use**

* Pupils must ensure that files stored on their phones do not contain violent, degrading pornographic or otherwise unsuitable content/ images.  The transmission of some information is a criminal offence.  Pupils in breach of this will have their phone confiscated; it will be returned to their parent/ guardian, or where appropriate given to the PSNI.
* Cyber-bullying is unacceptable within Brownlow Integrated College. Pupils found to be responsible for this will have their phone confiscated; it will be returned to their parent/ guardian, unless it is required for a criminal investigation.
* The College is a place of learning and study. Consequently, phones must be switched off and kept in bags or pockets during and between lessons. A mobile phone may only be used within a class at the request of the teacher.

**Rules**

* Whilst pupils may bring phones to Brownlow Integrated College, the responsibility for the phone rests with the pupil and the College will take no financial responsibility for loss.
* Pupils must not use phones during or between lessons.  This means that phones must not be used for example, for making calls, checking the time or texting. They may only be used within a class setting with the permission of a teacher. Phones and other devices must not be visible during or between lessons, including break times. They must be switched off, or kept on silent mode and stored in the pupil’s bag or pocket.
* Headphones must not be worn between lessons. They may not be worn during lessons unless at the request of a teacher. Devices for listening to music or playing games which are not mobile phones, may be used at break times, if they do not have a camera function.
* Pupils must not use phones or MP3 players to broadcast music unless at the request of the classroom teacher. In certain subjects it may be appropriate to save work as a jpeg or MP3 file, or to Bluetooth work to a mobile phone. This may only be done with the consent of the teacher.

**Sanction**

* If phones are used at incorrect times, the phone will be confiscated and kept in the school office where the pupil can collect it at the end of the school day. If a pupil is caught using the phone on a second occasion the phone will remain in the school office until it is collected by a parent.  The school reserves the right to keep the phone until a parent collects it in person. Should pupils not comply with school policy, the school reserves the right to have phones handed into the office at the start of each day and returned at the end of the day.
* If there is an emergency/ matter of concern which requires communication with home, students must speak to a member of teaching staff who will respond to the request.  Pupils should not contact parents directly. This allows the College to manage situations as they arise and allows the College to ensure matters have been effectively dealt with before parental involvement is needed. It also ensures the smooth running of the school and limits any unnecessary worry for parents.
* In an emergency parents / guardians should phone the main office on 02838 342121 and a message will be taken to the student. This allows us to meet the emotional needs and offer appropriate support to the pupils if an emergency or distressing circumstance has arisen.
* Mobile phones cannot, under any circumstances, be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations.

**Conclusion**

Students should acknowledge that it is a privilege to be permitted to bring mobile phones to Brownlow Integrated College and abuse of this policy may lead to a restriction of this privilege.