



CLIFTON COLLEGE

Title/Date	MOBILE PHONE POLICY Reviewed June 2011
Definition	Mobile telephones are defined as electronic handheld devices used for mobile voice or data communication; this includes 'smart' phones and personal digital assistants and other similar devices.
Purpose	To ensure: <ul style="list-style-type: none"> the physical safety and mental well being of pupils effective education without interruption the security of pupils' personal possessions a community in which pupils and staff are open to conversation as they walk around the campus
Issues	<ul style="list-style-type: none"> Mobile phone (including 'smart' phone) ownership within the school is widespread. There have been several incidents in which Cliftonians have been mugged for their phones or had their phones stolen within the School. Nationally there is concern from the DfES and ChildLine that some pupils are bullied by cruel text messages, photographs, video clips and phone calls sent from mobile phones. Mobile telephone contact between pupils and staff - Staff should not give personal contact details to pupils. The use of mobile phones in classes and during the working day interrupts the education of pupils Mobile telephones can enable pupils to maintain contact with members of staff during educational visits. In the event of an emergency, members of staff are likely to make contact with pupils via their mobile telephones. Pupils are encouraged to carry mobile phones if they are off site in a discrete manner so that they can be used in an emergency to contact a member of staff.
Links to the curriculum	ICT; PSHE – bullying and personal safety Physics – communication systems
Procedures and practices	<ul style="list-style-type: none"> Pupils are not allowed to use phone devices to create a personal internet connection. Pupils are advised to be very careful and discreet about the way in which they use their phones in public places. The school rules state that mobile phones may not be used on the school campus during the times when lessons are being conducted. At other times, pupils should not walk around the campus using a mobile phone. Exam board regulations state that mobile phones may not be taken into the exam room under any circumstances. Pupils found in possession of a mobile phone during a public exam may face disqualification by examination boards. Housemasters/mistresses will undertake to keep a record of all pupils' mobile numbers to ensure the safety of pupils and the security of their phones. Pupils are to inform HoMs if the phone number changes. Mobile phones must not be used during evening prep and must be switched off at lights-out. Special permission to receive or to make specific calls may be sought from HoMs. Pupils are advised to look after their phones by security-marking them, locking them away and arranging appropriate insurance. Pupils can expect to have their phones confiscated by staff if they are being used inappropriately. Confiscated phones should be given by the member of staff to the pupil's HoM who will retain for a period of time – usually until the following Saturday. Pupils are expected to respect the privacy rights and feelings of other pupils when using mobile phones for calls or text messages. The School is entitled to take disciplinary action if the reputation of the School is adversely affected by pupils' actions. As part of good practice the College's Guidelines on Safe Working Practice stipulates that members of staff should not give personal contact details to pupils. The School appreciates that mobile telephones provide an important method of communication between pupils and house staff, especially when pupils are off campus; on this basis it is appropriate that pupils have the mobile contact details the Housemaster/mistress (HoM), Assistant HoM and House matron. If pupils are off campus, especially after dark and in the evenings, then they are encouraged to take a mobile telephone for use in emergencies. Inappropriate communications with other pupils, members of the school community, or individuals outside the school, such as bullying messages and harassment are disciplinary offences.
Links to other policies and documents	Anti-bullying policy; School rules concerning mobile phones E-Safety Policy; Electrical Device Acceptable Use Agreement Protocol for managing, testing and investigating the security of the IST system.
Implementation / Dissemination	Teaching staff, HoMs, Director of Office Services, Examination Officer and exam invigilators The policy is explained to pupils and parents via Pupil and Parent Handbooks and the School Rules
Review	June 2012