



# St George's College

WEYBRIDGE

## MOBILE PHONE POLICY

We recognise that it is helpful, in some instances, for students to have mobile phones whilst at school, or whilst engaged in school-related activities off site, e.g. sports fixtures. The following rules must be adhered to:

### **MOBILE DEVICES MUST NOT BE TAKEN INTO EXAM VENUES.**

#### **First Years**

In order to help First Year students to integrate with their new classmates and to become more independent, all First Year students must hand in their mobile phones to the Tutor at morning registration. They will be kept securely with Student Services and returned to the students in afternoon registration. Then the same rules apply as for Second and Third Years.

If a member of staff wishes to include mobile phones in their First Year lessons periods 1 – 5, they must collect the mobile phone box from Student Services and return it at the end of the lesson.

#### **Second and Third Years**

Second and Third Years may have their phones in school, but are not allowed to use them between 8.40am and 4pm; use of a phone between these times without staff permission will result in the phone being confiscated and the student must go to the member of staff at 4pm to retrieve their phone.

#### **Fourth Year and above**

Phones must be switched off during the day in class time. They can be used at break and lunchtimes in locker areas and classrooms, but **MUST NOT** be on display within the main school areas, to include: the Library, corridors, lunch queue and Orchard Hall. If visible, staff will ask students to remove the mobile phone from sight and they may confiscate the mobile phone, in which case the student must go to the member of staff at 4pm to retrieve their phone. It is not acceptable for students to be walking around corridors listening to music etc on headphones/airpods, again staff may confiscate mobile devices/headphones.

**The camera function must not be used to photograph or record students or members of staff.**

Students may use their mobile phone within a class or activity only under the clear guidance from the teacher, for a very specific task.

#### **Staff**

Staff should set an example by not using mobiles in corridors around school or in lesson time.

Staff must never give out personal telephone numbers to students. Communication must be via email, school devices or Firefly VLE.

**This policy should be displayed in:**

S:\ SGW Policy_and_Procedure_Index	Firefly
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Last reviewed: 09.03.2019

Policy Owner: DEPUTY HEAD PASTORAL

Next review: 09.03.2020