

Electronics Policy



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1. Aims

This policy aims to:

- Provide a **consistent approach** to the use of electrical devices within the school and on school site
- Outline **the processes behind needed to contact the school, confiscated items and the follow up**

2. Procedures of the Policy

If parents have an emergency with the need to contact their child, they should do this by the normal school channels. This is by phoning the school reception. The school is then responsible for giving the message to the pupil.

Similarly, if a student needs to contact home, they can do so by going to reception before school, during morning break, lunchtime or after school. Students found actively using mobile phones, Smart watches, MP3s and other such electronic devices (including text messaging) or whose phone or Smart watch rings or creates sound disturbance within the school site will have their phone or Smart watch confiscated.

The phone, Smart Watch, MP3 or electronic device will be locked in the school safe and will only be returned to a parent on a Monday each week to avoid continual disruption to the school week. If, however, a phone, Smart watch, MP3 and other such electronic device is confiscated on a Monday, then it will be returned the following Monday.

Any confiscated item placed in the school safe during the final week of a half term will be able to collect the item on the Friday before the holiday. Any confiscated item placed in the school safe before a bank holiday weekend (ie Bank Holiday Monday) will be able to collect the item on the Tuesday after the Bank Holiday.

Students will also have headphones confiscated as this use is prohibited.

Any electronic device that is confiscated will result in an email to the parent informing them of this. This policy will be attached to the email.

Please Note: If mobile phones, Smart watches, MP3 and other such electronic devices are not collected within a month of confiscation they will be given to charity for recycling.

Refusal to hand over any of the items above when reasonably requested by a member of staff will result in the school behaviour sanctions being implemented which can result in a fixed term exclusion.