



Mobile Phone / Personal Digital Device Protocols

Student name:

Larches High School recognises that the use of mobile phones and all personal digital devices within lessons causes disruption to teaching and learning. As a result the school is implementing the following policy:

- The use of mobile phones/digital devices during the school day is prohibited and all mobile phones/digital devices must be handed in on arrival in school unless there are exceptional circumstances where the digital device is used to monitor an ongoing health concern. This means that no phones/digital devices are to be seen or heard by any staff. This also includes personal head-phones.

Consequences if a phone/digital device is seen/heard or used in school- this also applies during break/lunch-times within the school building and grounds:

1. The phone/digital device must be handed to a member of staff and will be returned to the pupil at the end of the school day. The phone/digital device will be placed in an envelope with the pupils name on and left in a secure staff office/cloakroom area.
2. If the pupil refuses to hand the phone/digital device in then parents/carers will be informed and a meeting will be arranged to discuss this if there are subsequent issues.

If parents/carers need to contact pupils urgently then they will be able to contact the school on 01772 792412 and a message will immediately be given to the pupil: if the call is not answered and the phone goes to the answer machine-please leave a message, it will be picked up within a few minutes. If a pupil needs to urgently contact parent/carers during the school day then they should inform staff and a school phone will be made available for them to use.

I agree to abide by the Larches High School mobile phone/digital device policy and understand the consequences.

Student

Signature:.....Date:.....

Parent/Guardian Signature:.....Date:.....

This Protocol is to be read in conjunction with the Safeguarding, PREVENT and Online Safety Policy