



## *ASE Mobile Phone Policy*

### **Mobile Phone Policy**

Mobile phones, smartwatches and other devices are now a feature of modern society. They are becoming an increasingly prominent part of young people's lives.

We recommend that all mobile phones are kept at home and not brought to school. However, we do understand and appreciate that some children may need their mobile phones to arrange their transportation at the end of the day. To support this, we have a system in place throughout the day that protects our school community from unnecessary use and misuse of mobile phones.

Please be aware that students are not permitted to use their phones during the school day and if you choose to send your child with their mobile phone and they do not follow the school policy or guidance on their phone use during the day you do so at your own risk.

To avoid your mobile phone being confiscated, the following steps should be adhered to:

- Students must hand in their mobile phones during registration time to their Form Tutor - this responsibility is with the student to do so.
  - All students will be given the opportunity to do this at the start of every day in their form time.
  - The phone box being presented to students and the cases for the storage serve as a reminder to hand the phones in and a first warning if students do not.
  - Phones will be stored in a locked and secure area until the end of the day, and then handed back to students during the last lesson of the day.
  - Students may use their mobile phones to confirm their transportation at the end of the day.
- Mobile phones are not permitted to be used during the school day.
- In an emergency students can request access to their phone via the school office.

Failure to comply with these expectations will result in the following Ministry of Education approved sanctions:

### **1st Offense**

- Students who do not follow the instructions and are found using their phones at any time during the day will have their mobile phone confiscated at the school office until the end of the day.
- Students will be required to sign a written declaration confirming that there will be no repeat of this violation.
- Parents informed.

### **2nd Offense**

- Any student who repeats this violation will have their phone confiscated for a period of 24 hours.
- Parents will be required to sign a pledge of no repeat. The phone will not be returned until the required period has ended and the parents come personally to collect the mobile phone.
- Up to one day suspension.

### **3rd Offense**

- Any student who chooses to violate these expectations for a third time, their phone will be confiscated for three days.
- Student will face up to 3 days After School Reflection (ASR).
- Parents will be notified, and the phone will not be returned until the required period has ended and the parents come personally to collect the mobile phone.

Students are expected to hand over their phones when requested by a member of staff with no dispute. Any refusal to do so will result in the following:

- The Senior Leadership Team will be notified to come and collect the phone and the child.
- Parents will be notified of the violation and the mobile phone confiscated for a minimum of 24 hours. This includes weekends if the offense takes place on a Thursday.
- Parents will be requested to attend a meeting with the leadership team the following morning.
- The child will receive a period of Isolated Reflection Time (IRT) or ASR as refusing an instruction as per the school code of conduct.
- A declaration must be signed by parents and Students confirming there will be no further violations.

### The ASE Mobile Phone Policy Parent Agreement

Your Son/Daughter has been found in school with a mobile phone. This is the first time they have violated the policy. This request for a parental signature and agreement is a step in the policy in line with the details for first time violations:

*In line with The ASE policy regarding the use of mobile phones in school parents are required to sign the declaration below detailing their agreement that there will be no repeat of this issue in the future:*

1. Students and parents will be required to sign a written declaration confirming there will be no repeat of this violation.
2. A declaration must be signed by parents and students confirming there will be no further violations.

Please sign and date below to acknowledge that you have read the attached policy and that you will support The ASE in ensuring that your Son / Daughter does not repeat the violation of school rules and policy. The sanctions for repeat violations are clearly detailed in the policy.

**Student name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Parent name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_