

Cowbridge Comprehensive School

Use of mobile telephones by pupils

Updated March 2012

Our rules and expectations regarding mobile 'phones are clear. Pupils are allowed to bring mobile 'phones to school – we recognise that sometimes pupils will need to contact their parents to arrange collection following after school activities. Mobiles should not however, be turned on during school hours and under no circumstances should they be used during lessons. The only exception to this would be if a teacher gave explicit and specific permission for a mobile device to be used during a learning activity. Any mobile 'phones brought into school should be kept **out of sight** e.g. stored securely in pupils' lockers.

If a member of staff sees any pupil in possession of a mobile 'phone without permission **at any time** on school premises then the following guidelines should be followed:

- the 'phone should be confiscated
- the 'phone should be switched off, sent to the school office, placed in an envelope with the pupil's details clearly marked on it and the 'phone then locked securely in the safe
- the 'phone will NOT be returned to the pupil. Parents should be contacted and arrangements made to return the 'phone directly to them.