



ETIQUETTE FOR MOBILE PHONE USE

Mobile phones are permitted in school – in fact, they are encouraged if used appropriately. Many pupils use their phones for educational reasons. However, you must always seek your teacher's approval to use them in lessons or have a clearly defined arrangement for classroom use.

The following rules for etiquette were decided following feedback from students.

- Whilst on site mobile phones **may be used before 7.50**, at **lunchtime** and after **3.10pm**. They are to be switched off at all other times. When turned on they must be on **silent mode**.
- They are **not** to be used for verbal communication (**phone calls**) unless given **permission by a teacher**, and under the **supervision of a teacher**. The only exception to this is for Sixth Formers in the Sixth Form Common Room only.
- Phones may be used in tutor bases or the Sixth Form Common Room only. Phones are not to be visible at any other time or place.
- Students are not to be using phones; listening to ipods during the school day whilst walking around the school site.
- Students are not to phone or text home if they are **ill** – they are to **report to the Health Office**.
- Educational use of phones during a lesson is permitted and indeed encouraged, but must be with the permission of the teacher.
- Beware of **inappropriate** use of mobile or any electronic technology. Be careful with messages you send – that they cannot be **misinterpreted** and cause **offence**. Do **not** take photographs; make recordings or videos without the permission of a teacher. Misuse of technology can lead to very serious consequences.
- Phones and any other mobile devices brought into school are the **sole responsibility** of the student and the school will accept **no responsibility** for damage, loss or theft. **Lock** valuables away or **hand them** to reception for **safe keeping** if necessary.

Use your phones wisely. Have respect for others.

Digression from these rules will lead to confiscation of your phone.