

Mobile Phone Procedures

St Aidan's Community college expects that student phones will be switched off and kept in bags during the course of the school day, except before school starts, at breaktime and at lunchtime, so as to avoid disrupting teaching and learning and a breach of data and child protection.

- No device should be used in the school to photograph or video students or staff without the authority of the teacher/Principal.
- Students are prohibited from engaging in any social media during school hours
- Students or parents may only contact teachers through the school landline or mobile and not through any social media platform
- Students must ensure that files stored on their phones do not contain violent, degrading or offensive images
- Cyber-bullying is completely unacceptable, and will invoke the necessary sanctions as laid out in the school's code of behaviour
- Head phones must not be worn during or between lessons, for reasons of safety and courtesy. Where appropriate, an individual member of staff may give permission for the use of a device for a specific educational purpose.
- Pupils must not use phones or MP3 players to broadcast music, or transfer inappropriate material
- If there is an emergency which requires communication with home, pupils must speak to a member of staff who will deal with the matter.
- In an emergency parents/guardians should phone the school office and a message will be taken immediately to the student. This ensures that a student is given support and privacy in dealing with a potentially difficult situation
- Mobile phones cannot, under any circumstances, be taken into examination rooms where a state exam is taking place. Under SEC regulations, breach of this rule will lead to invalidation of that examination and potentially other examinations.

Signed: _____  _____
Chairperson BOM

Date: 7th February 2024