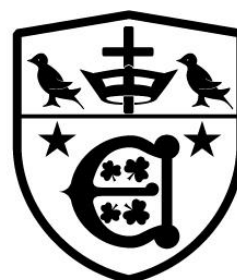


Mobile Telephone and Other Electronic Handheld / Wearable Device Policy



**ST EDWARD'S
COLLEGE**
LIVERPOOL

These regulations apply to all Mobile Telephones and other handheld or wearable electronic devices. *

Years 7 to 11

1. Pupils may bring a mobile telephone into school on the strict condition that whilst in school the telephone is switched off on arrival and remains switched off all day.
2. Any pupil found using a mobile telephone or other handheld or wearable electronic device (e.g. smart watch being used as anything other than a normal watch) by a member of staff during the school day (including at break and lunch) will have the device confiscated by that member of staff and placed in the General Office.
3. Confiscated items will be released as follows:
First offence – item will be returned to the pupil following a restorative meeting with the pupil's Head of Year. An infringement sanction will also be issued.
Second offence – item will only be returned to a parent in person the next working day (working days do not include weekends or school holidays).
Third offence – item will only be returned to a parent in person after a period of 3 – 5 working days.
Any subsequent breaches will result in further disciplinary action and the device will be retained by the school for a minimum of 5 – 10 working days.
Devices confiscated will be kept in a sealed envelope with the pupil's name on the front, and kept securely.¹ They will be available for collection from the General Office as outlined above.
Pupils who, when asked to hand over an item for confiscation, do not immediately co-operate will have the confiscation time set at the upper end of the scale outlined and will be issued with a defiance detention, and those who do immediately co-operate will have the confiscation time set at the lower end. In cases of more serious defiance, in addition to the confiscation, pupils will be sanctioned in line with College Behaviour Policy at C4 or above. The pupil's Head of Year or another member of the senior staff will decide on the level of confiscation appropriate in the circumstances, and their decision will be final. Parents will be informed of any confiscation via Class Charts.
If any of these periods fall within a school holiday, the Principal or Deputy Principal will liaise with the parent to ask them to hold the device in confiscation in the home for the duration of the sanction, as a support to the school.
4. The General Office holds a small number of basic mobile phones which can be borrowed by pupils whose phone has been confiscated for emergency use only, as part of our duty of care toward pupils. Such a device can only be used to make calls to parents or others who are involved in ensuring a pupil travels home safely.

Years 12 and 13

1. Students may bring a mobile telephone into school.
2. Mobile telephones may not be used during a lesson (unless directed by the teacher).
3. During a study lesson in the Learning Resource Centre, students may use a mobile telephone (on silent) for professional purposes but may not make voice calls.

¹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

4. When using a mobile telephone in school to email, message or access the internet, students must follow the Acceptable Use Policy.

All Years

1. Pupils who bring a mobile telephone into school do so at their own risk and the College accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school.
2. Pupils must not use the recording functions including video, camera and audio whilst on school premises or school activities/trips without the specific permission of a member of staff.
3. Pupils must ensure that no inappropriate content, e.g. images, messages is stored on any telephone brought into school. Any telephone found with inappropriate content will be confiscated**, kept in the General Office, and returned only to a parent.
4. If any pupil is found using a mobile telephone during a lesson, the telephone will be confiscated**, kept in the General Office, and returned only to a parent. A C4 detention will also be served. If illegal content is found on a pupil's mobile telephone, advice will be sought from the College's Police Liaison Officer.
5. Pupils must not bring a mobile telephone into an internal or external examination even if it is turned off. Failure to adhere to this rule will constitute exam malpractice and, in the case of internal examinations, a Principal's Detention will be issued and in external examinations, the matter will be reported to the Examination Board.

* *Excluding calculators*

** *A senior member of staff will confiscate the telephone, arrange for its safe storage and for a parent to be contacted.*

This Policy was adopted by the Governing Body in October 2023. The next review will be in October 2026.