



Mobile Phone Policy

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1.0 College Mission Statement

We prepare our students for life in a diverse world by intentionally integrating students of all abilities, cultural and socio-economic backgrounds, from all faiths and none.

We provide a caring and inclusive environment to help our students achieve excellence within a culture of acceptance and understanding.

High quality education changes the world, one child at a time.



2.0 Rationale

The purpose of this policy is to provide staff, parents/guardians, and pupils with the procedures in place regarding Integrated Glengormley College (hereinafter known as 'the College'). This policy does not apply to the use of iPads or laptop computers that will continue to be used by staff and pupils within an educational setting. The use of these devices is covered by the Internet Acceptable Use Policy. The College recognises that many parents/guardians support and encourage their child(ren) to carry mobile technology as this can be beneficial when normal travel arrangements are disrupted and for communicating after school collection times following extra-curricular activities. However, we are increasingly concerned by the reliance on mobile phones throughout the school day and the impact this has on their social skills now and in the future. For the purposes of this policy, all references to 'mobile phones' should be taken to include all mobile technology, including mobile phones, smartwatches and iPods/MP3/4 players. This policy operates in conjunction with other policies including: the Addressing Bullying Policy, Positive Behaviour Policy, Mental Health and Wellbeing Policy and Safeguarding Policy. This policy also applies to pupils during school trips and visits unless other arrangements have been agreed.



3.0 Responsibility

- It is the responsibility of pupils who bring any mobile phones to school to abide by the guidelines outlined in this policy
- The decision to provide a mobile phone, smartwatch and/or iPods/MP3/4 players to their child(ren) should be made by parents/guardians.
- It is incumbent upon parents/guardians to understand the capabilities of the mobile phone and the potential use/misuse of such devices.
- Parents/Guardians should be aware that if their child brings mobile technology to the College, it is assumed household insurance will provide the required cover in the event of loss or damage.
- The school cannot accept responsibility for any loss, damage or costs incurred.
- Parents/Guardians are reminded that in cases of emergency, the School Reception remains the first point of contact for a child to contact a parent/guardian and for a parent/guardian to contact a child



4.0 Procedures and Guidelines

- Pupils can bring their personal mobile phones into school, at their own risk.
- The College does not accept responsibility for lost or damaged mobile phones.
- Should a pupil decide to bring a mobile phone into school, it must be switched off and stored in their school bag, or placed inside their blazer pocket between 8.40am and 2:35/3:30pm.
- For pupils in Year 8 -12, phones must not be used at any point in the school day. They should not be seen or heard at any time between 8:40am and 2:35/3:30pm unless a pupil is specifically directed to use their phone by a member of staff.
- Year 13 and 14 pupils may use their mobile phone whilst in the Sixth Form Centre at break or lunchtime. Year 13 or 14 pupils may not use their mobile phone at any other time, unless specifically directed to by a member of staff.
- Smartwatches are permitted but pupils should ensure that the Bluetooth connection is disabled during the hours of 8.40am and 2.35/3.30pm. Pupils should not receive or send messages via their smartwatch during the day otherwise this will be dealt with as misuse of technology.
- If a pupil uses a mobile phone, smartwatch or iPod/MP3/4 player contrary to this policy, they will be asked to switch it off and put it into their bag/blazer.
- If a pupil fails to comply, they will be asked to place their device on the Teacher desk until the end of the lesson.



4.0 Procedures and Guidelines continued

- Any further contravention will require the pupil to leave their phone at Reception or with the Head of Year before 8.40am each day for a specified period of time. It will be placed in a locked cabinet and may be collected at 2:35/3.30pm. It is the pupil's responsibility to collect their mobile phone. Any parent who has an urgent message can contact Reception on 02890205205. The Pastoral team will work in partnership with pupils and parents/guardians were there is repeated misuse of mobile phones, to help resolve this issue, in line with the Positive Behaviour Policy.
- The Principal may revoke a pupil's privilege of bringing or using a mobile phone whilst at school.



5.0 Inappropriate Content

Under JCQ regulations (internal and external), mobile phones, smartwatches and iPods/MP3/4 players are banned from all examinations.

Ideally, pupils sitting public examinations should leave their mobile phones, smartwatches, iPods/MP3/4 players at home on the day of the examination. However, if a pupil brings any of these devices into school on the day of the examination, before the examination begins, pupils **MUST** switch the device off, place the device(s) in a clear plastic bag on their examination desk and this will be removed before the examination begins and returned at the end of the examination. Any pupil found in possession of any electronic devices during an examination, in line with JCQ regulations, may have that paper disqualified. Such an incident may result in all other examination papers being disqualified.

Pupils with mobile phones must not engage in personal attacks, harass another person, or post private information about another person using any of their phone's functions, including messaging, phone calls, photographs, videos, audio recording, or by any other means available to them through available apps. Pupils using mobile phones to bully other pupils will face disciplinary action in line with School Policy up to and including expulsion. (It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the PSNI.)



5.0 Inappropriate Content continued


Pupils must ensure that files stored on their phones do not contain violent, degrading, racist, sectarian, homophobic or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' - which is the sending of personal sexual imagery - is also a criminal offence.



6.0 Review

This policy will be reviewed annually (as required) by the Board of Governors and will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise



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