



Harrogate Ladies' College

Use of mobile phones, electronic music and games devices in school

1. Policy Statement

Mobile phones are now a feature of modern society and most pupils own one. Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The high value of many phones, with the risk of theft, loss or damage
- The integration of cameras into phones, leading to potential child protection and data protection issues
- The potential to use the phone during study time (e.g. for texting while on silent mode) and thus disrupt learning

We understand that many parents of day girls like their daughters to have mobile phones so that they can be contacted easily whilst travelling between home and school or in cases of emergency. Parents of girls from overseas like to maintain contact with their daughters on a regular basis through this medium. A total ban on mobile phones in school seems both unrealistic and unreasonable. However, we consider that in normal circumstances, the whole school day should be considered as a phone free period. This means that throughout the school, mobile phones should be switched off and kept out of sight during the school day. If parents have a particular concern in this respect, we ask that they contact the appropriate Head of Year to discuss an individual situation.

If a girl needs to contact home for any reason during the day, she may either ask permission from her form tutor to use her mobile phone or she may use the phone in the school office in an emergency. If a parent needs to contact her daughter during the school day, we would request that he/she does so through the school office and a message will be relayed promptly.

Phone cards are available at the school office, for use on the payphones by the North Dining Room. They are £5 which can be added to your school bill.

We allow girls to have a mobile phone with them in school under the conditions outlined in the policy below.

We hope that parents/guardians support us in this matter. We ask both you and your daughter to sign the attached contract. Your daughter should return the completed form to her form tutor at the start of the academic year.

2. Policy

- In Years 7 – 11 (U3 – U5) phones must not be used for any purpose (e.g phoning, texting, surfing the internet, taking photos, checking the time, taking videos) between the hours of 8.40 a.m. and 6.30 p.m. (unless there are exceptional circumstances)
- Phones must always be switched off (not on silent mode) and kept out of view
- If a girl breaches these rules, the phone will be confiscated and given to the main office. It may be collected at the end of the school day
- If a phone is confiscated on more than one occasion, the parent/guardian will be informed and will be asked to collect the phone from the school office
- Continual abuse will lead to a total ban on possession of a mobile phone in school
- The school can accept no responsibility for mobile phones that are damaged, lost or stolen
- Mobile phones are not allowed in examination rooms
- In the case of on-site extra curricular activities, off-site trips, visits, etc, their use is not allowed unless specifically permitted by the teacher in charge
- Girls from overseas who wish to phone parents during the school day because of time differences between countries should seek permission to use their mobile phones from a form tutor or Head of Year. In these circumstances, girls should use their phones in a phone booth.
- At times, girls may need to use mobile phones to photograph work – e.g. for an Art or Textiles portfolio. In such cases, the teacher will allow the use of phones in lessons.
- In the Sixth Form (Years 12/13), phones may be used in studies, with discretion. Girls are advised that use should be kept to a minimum and phones should, as a general rule, be switched off during the working day. Use of phones in studies should **not** disturb other students. We reserve the right to remove phones from sixth formers who abuse this privilege.

3. **Contract**

Parent/Guardian Permission

(To be returned to the form tutor at the start of the academic year)

I have read and understood the above information about appropriate use of mobile phones, electronic music and games devices at school.

I give my daughter permission to carry a mobile phone to school and understand that she will be responsible for ensuring that it is used appropriately and correctly while under the school's supervision, as outlined in this document.

Parent signature:

Date:

Student signature:

Mobile phone number:

Date:

Form tutor signature:

Date: