

Woodbridge School

MOBILE TELEPHONES

1 Policy Statement

To encourage mobile telephones as a convenient means of communication but to prevent their intrusive and disruptive effect on community life.

2 Procedure: Senior School

Woodbridge School acknowledges that mobile telephones are a positive benefit in our society: but a code of practice and use must be agreed if they are to enhance and not disrupt the daily life of the School.

It is recognised that this code will need constant review as technology advances. Indeed, within a few years it will be both possible (as now) for all pupils to possess mobile telephones that can be used as portable computers accessing the Internet.

At present, however, mobile telephones are used almost exclusively for communication. They should be brought to School by only those pupils who genuinely need to communicate with parents or others about travel and other logistical arrangements, or for whom they enhance security and safety while travelling home.

- Mobile telephones should not be flaunted like status symbols, for example, in pupil to pupil calls.
- They must always be switched off during curriculum time, and inside buildings. This includes all classes, study periods, assemblies, and other School events, including the eating of lunch.
- It is deemed good practice for mobile telephones to be used for outgoing calls only, although incoming messages can be stored for replaying at Break time.
- It is not an acceptable excuse for lateness that a telephone call had to be made or received.
- As with normal telephone calls, staff should never make or receive calls on a mobile telephone during class unless in an absolute emergency.
- Mobile telephones should never be used to take photographs of other pupils.
- The School reserves the right to immediately confiscate a mobile telephone from any pupil who contravenes any of the above. The mobile telephone should be handed in to the School Office in an envelope with the pupil's name and should only be returned by the pupil's Housemaster/mistress/form teacher. Any contravention of the above point regarding the taking of photographs will be treated extremely seriously.

- The School is not responsible for the investigation of any incident of a mobile telephone being stolen, lost, or damaged, either willfully or accidentally. Pupils entrusted with a mobile telephone at School should also acknowledge their responsibility for its security. Neither will the School be responsible or investigate any misuse of a mobile telephone by another pupil.

3. Procedure: The Abbey

The School recognizes mobile telephones as a convenient means of communication, with obvious health and safety benefits, but to prevent their intrusive and disruptive effect on community life, they are banned, except for particular circumstances.

Pupils are not to bring mobile telephones to school unless they travel on school buses or by public transport. Parents of pupils who do carry mobile telephones on their journeys are to write to The Master for permission and mobile telephones are to be handed into Matron for safekeeping during the school day.

On some residential school trips pupils will be allowed to carry mobile telephones, but this will be decided by the member of staff organizing the trip.

As with normal telephone calls, staff should never make or receive calls on a mobile telephone during class unless in an absolute emergency.

Mobile telephones should never be used to take photographs of other pupils.

The School reserves the right to immediately confiscate a mobile telephone from any pupil who contravenes any of the above. The mobile telephone should be handed to The Master in an envelope with the pupil's name on it. Any contravention of the policy on photography will be treated extremely seriously.

The School is not responsible for the investigation of any incident of a mobile telephone being stolen, lost or damaged, either willfully or accidentally. Pupils entrusted with a mobile telephone should also acknowledge their responsibility for its security. Neither will the School be responsible or investigate any misuse of a mobile telephone by another pupil.

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