



## Enniskillen Royal Grammar School

### **Policy On the use of Hand-Held Devices including Mobile Phones and SMART Technology**

1. Pupils may bring their Hand-Held Device (HHD)/ Mobile Phone to school, but they must be always switched off and out of sight whilst on the school grounds or engaged in school activities, unless their use is explicitly authorised by a member of staff for learning or medical purposes. This means pupils are not permitted to use these devices between 8.45 am and 3.25 pm; this includes between classes, at morning break and at lunchtimes. If a pupil needs to leave class for example, to go to the bathroom, they will be asked to leave their device on the teacher's desk until they return.
2. If a pupil needs to contact their parent/carer at any stage during the school day they must seek permission from a teacher in advance or go to reception.
3. Permission for pupils to bring mobile phones on school trips will be determined by the member of staff in charge of the trip, depending on a range of factors, including the nature of the trip and the age of the pupils.
4. If a pupil is found using a HHD/Mobile Phone without the explicit permission of a teacher (s)he will be sent immediately to reception to hand over the device. Failure to comply with this guidance will be treated as defiance of a member of staff. On the first occurrence the device will be held securely at reception until the end of the school day and a record made. On the second occurrence in addition to the above actions, reception staff will inform the tutor who will contact the parent/carer by email or telephone. On the third occurrence the tutor will inform the parent/carer who will be asked to collect the device in person from reception. Should there be further occurrences within the same school term the parent/carer will be asked to collect the device in person from reception and the pupil will be issued with a sanction in line with the School Positive Behaviour Policy.
5. Any information received about the misuse of any HDD/Mobile Phone at any time in a manner liable to cause upset to any member of our community will result in sanctions being applied as set out in the School Positive Behaviour Policy and Addressing Bullying Policy. Such information may also be passed to the PSNI.
6. The school does not accept responsibility for the loss or damage of HDDS/Mobile Phones.