



Belfast Model
School for Girls
ACHIEVEMENT FOR ALL



MOBILE PHONE & DIGITAL COMMUNICATION DEVICE USE **POLICY**

TO BE REVIEWED BY BOARD OF GOVERNORS: JUNE 2025



Rationale

Mobile phones can be a distraction to the everyday running of the school. While we fully appreciate a parent's right to allow their daughter to bring a mobile phone to school, we have a policy of NO USE of mobile phones during school hours. **The same rules apply to staff who are expected to not use a mobile phone during contact time with students unless in agreement with the Principal for emergency situations.** This policy complies with the GDPR (General Data Protection Regulations) and the schools' GDPR Policy and Private notice.

Policy for students

Our policy on Mobile Phones for students is:

- 1) Mobile phones should not be used on school premises and must be kept switched off and out of sight at all times. This includes mobile phones not being in the blazer front pocket. Furthermore, students are not permitted to use Smart watches or earphones.
- 2) Should students need to make an emergency phone call, they can do so on a school phone at the Main Reception or via their LoL Pastoral, not using their own mobile phone. Permission to be out of class must be obtained by the class teacher.
- 3) If a parent needs to get an urgent message to a student, they must contact the school office and staff will ensure the message is delivered to the student. We request that parents do not contact your daughter on her mobile phone.
- 4) Should students need to leave class, they must leave their mobile phone on the teacher's desk and collect it when they return.
- 5) The exception to these rules are Year 13/14 students who may use mobile phones in the Post 16 Common Room at break and lunch time only.

Procedures

- 1) If your daughter is seen using a mobile phone in school she will be reminded of the school rule and will be given a choice to either turn it off and put it away or turn it off and leave it on the teacher's desk for the remainder of the lesson.
- 2) If the phone is seen again, the student is asked to turn it off and leave on the teacher's desk. The phone will be returned at the end of the lesson. This will be noted on our school reward system.
- 3) If your daughter does not comply with the consequence of this behaviour choice, this will be followed up by the Pastoral LoL of the year group. Your daughter will be required to give it to the member of staff who will then put it in the School Office safe. It will be returned to your daughter at the end of the day.
- 4) If this is a regular occurrence, further consequences will be applied.
- 5) If your daughter refuses to hand her mobile phone into the Pastoral LoL of the year group, she will be removed from lessons for the remainder of the day and an Emergency Parental Review meeting may need to be arranged.
- 6) Inappropriate use of mobile phones or other digital communication devices to record other students or staff in school is a serious breach of the school's Positive Behaviour for Learning Policy and appropriate consequences will be applied. This may include suspension.

See Appendix A for a flowchart diagram of the above.

Preventative Curriculum

The education of students relating to the appropriate use of mobile technology is conducted as part of our Personal Development and ICT curriculum.

Links with other policies

Bring your Own Device Policy

Safeguarding and Child Protection

School Behaviour Policy

E-safety Policy

GDPR

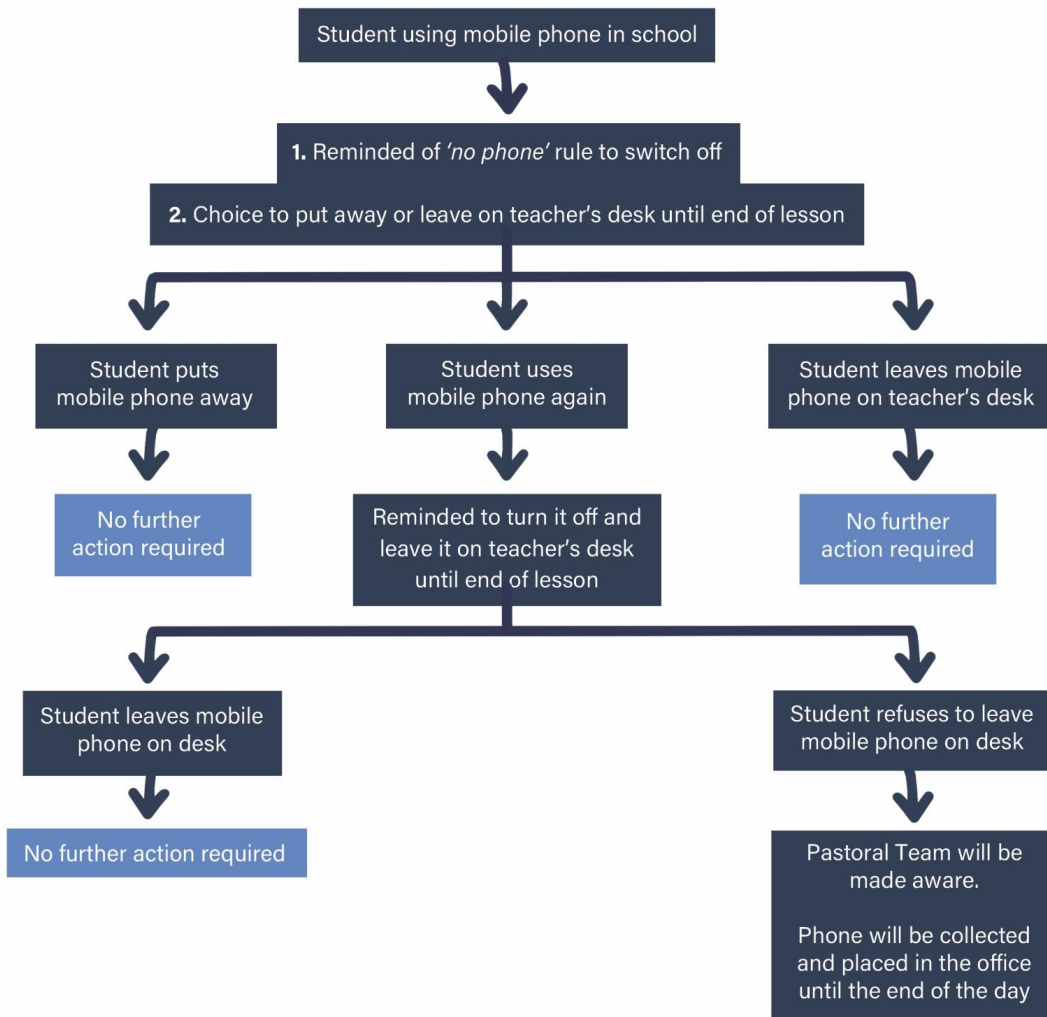
ICT

MOBILE PHONE



ACHIEVEMENT FOR ALL

STUDENT FLOWCHART



Please note:

*If a student is actually using their phone to make a call, take a photo or video, the phone is removed and placed in the office.