

**WOLVERHAMPTON GRAMMAR SCHOOL**  
**MOBILE PHONES AND DEVICES GUIDELINES (STUDENTS)**

**Principle**

We believe there are tangible educational benefits to allowing mobile device use at WGS and as such pupils are encouraged to bring phones/mobile devices into school.

Students are responsible for the mobile phones and devices they bring to school. WGS accepts no responsibility for their loss, theft or damage.

All use of mobile devices at school is open to scrutiny. The Head may withdraw or restrict authorisation for use at any time if it is deemed necessary.

**General use around WGS**

Students must be clear about when it is appropriate to use phones and mobile devices. What follows is a list of times when it is appropriate, and when it is not. The list is not definitive: judgment must be used.

It is appropriate to use phones and devices at school

- during lessons and formal school time as part of an approved and directed curriculum-based activity with consent from an appropriate member of staff. Recording, taking and sharing of images, video and audio on any mobile device must be explicitly agreed by the teacher.
- in the library to assist with academic work.
- before school, at break, at lunch and after school, so long as it does not conflict with any other obligations you may have.

It is not appropriate to use phones and devices at school

- walking between lessons: doing so might make you late, and it may be hazardous.
- in areas where students are most vulnerable, such as toilets and changing areas.
- in tutor times and lunch in The Derry. At such time it is more important to talk to people face to face.

At times when it is not appropriate to use phones or mobile devices they should be kept on silent and not on vibrate. You should not be in a position to be distracted by them.

## **Examinations**

In examinations, mobile devices are banned because they are potentially a means to cheat. It is for this reason that:

- Phones and devices must not be taken into external examinations, controlled assessments, oral exams etc. Students found in possession of a mobile phone during a public examination will be reported to the appropriate examining body. This may result in that student's withdrawal from either that examination or all examinations.
- For internal exams, phones and devices must be switched off and not used in any way. They must not be on your person.

## **Misuse**

Messaging on devices should always be respectful: students must take every care to ensure they are not, or cannot be suspected of being a cyber-bully. It is therefore important that the recording, taking and sharing of images, video and/or audio on any mobile device, must be explicitly agreed by the person (whether teacher or pupil) being recorded.

The School reserves the right to search the content of any mobile or handheld device on WGS premises where there is a reasonable suspicion that it may contain undesirable material, including promotion of pornography, violence or bullying.

If a student breaches the School guidelines then the phone or device may be confiscated. In such a circumstance it will be held in a secure place for the duration of the lesson during which the breach occurred, or in more serious instances, passed on to more senior staff.

## **Contact with staff**

Students must not use mobile phones or devices for contacting staff other than via school email.

KCR  
September 2016

Next Review:  
September 2017