



Mobile Device Free Policy - from March 2022

Widespread ownership of mobile devices among young people requires parents, guardians and schools to promote responsible usage and self-regulation. As part of our duty of care, our 'mobile device free' policy encourages positive relationships and wellbeing, while also reducing the risk of anti-social behaviour, digital addiction and the potential for mental health problems. This policy defines devices as phones, ipods, ipads, tablets, headphones and similar devices.

Students who choose to bring mobile devices into College are expected to observe the following code of conduct:

- Devices should be switched off and kept out of sight between 9.05 am and 3.25 pm
- The exceptions are as follows:
 - Lunchtime, as designated on the student's timetable
 - With the permission and supervision of a teacher or classroom assistant, devices may be used as a learning tool in the classroom
 - Sixth Form students are permitted to use mobile devices in study lessons for work purposes, and the Common Room for personal use
- Students who need to contact home during the school day should go to reception where they will be able to use the school phone. Likewise, parents or guardians who wish to pass a message to their child should contact reception 028 43726107 or email info@shimna.newcastle.ni.sch.uk
- Unauthorised use of a mobile device during the College day will result in confiscation by a member of staff:
 - **1st occasion:** the device will be kept securely in reception, ready for collection at 3.25 pm. Parents or guardians will be notified via School Comms
 - **2nd occasion:** the same consequences will apply and the Form Teacher will follow up with the student
 - **3rd occasion:** a senior member of staff will contact parents or guardians to discuss an appropriate course of action
- In the event of a student refusing to hand over a device to a member of staff following unauthorised use, the matter will be referred to a senior member of staff. Continued refusal at this point would be a serious breach of the College's Positive Behaviour policy
- Under no circumstances should students use mobile devices to take photographs or make films or recordings of other students or staff without their knowledge or permission. Such actions are a serious breach of the College's policies on Positive Behaviour, Child Protection and Internet Usage
- With the exception of emergencies, staff are expected to model the mobile free policy in the company of students
- Liability for any loss, damage or theft of a device is not, under any circumstance, the responsibility of the College or its staff. It is the responsibility of the device owner to have it insured