

## Tandragee Junior High School Mobile Phone Policy

### 1. Rationale

Tandragee Junior High School recognises that mobile phones are part of modern life and can be useful tools for communication and learning. However, their misuse can disrupt learning, infringe on privacy, and contribute to negative behaviour. This policy aims to promote responsible use in line with the school's **Positive Behaviour Policy** by ensuring mobile phones and digital devices do not disrupt learning, compromise safety, or breach privacy within the school community.

### 2. General Expectations

- Mobile phones must be **switched off and kept out of sight** during school hours, including lessons, assemblies, and transitions between classes.
- Students may only use mobile phones **before and after school** unless explicitly permitted by a teacher for educational purposes.
- The school is **not responsible** for lost, stolen, or damaged phones.

### 3. Permitted Use

- Phones may be used in class **only under direct teacher supervision** for learning activities.
- In emergencies, students should seek permission from a member of staff to use their phone or access the school office.
- Mobile phones may be used during the school day for legitimate medical reasons, such as monitoring chronic health conditions (e.g., glucose levels for diabetes) or receiving alerts from medical devices.

### 4. Unacceptable Use

- Taking photos, videos, or audio recordings of staff or students without permission is strictly prohibited.
- Using phones to access or share inappropriate content, including bullying or harassment, will be treated as a serious breach of the **Positive Behaviour Policy**.
- Social media use during school hours is not permitted.
- Devices must not be used for messaging, calls, photography, or recording during school hours.
- Pupils must not use devices in corridors, classrooms, toilets/changing areas or playgrounds unless authorised.

### 5. Sanctions

Breaches of this policy will be dealt with in accordance with the school's **Positive Behaviour Policy**, including:

- **First offence:** phone confiscated/sent to office/office record on their sheet/pupil collects at 2.50.

- **Second offence:** phone confiscated/sent to office/office record on their sheet/pupil collects at 2.50.
- **Third Offence:** phone confiscated/sent to office/office record on their sheet/parent collects at 2.50/Wednesday detention issued by FT.
- **Repeated offences:** Parent/guardian contacted; phone may be held for longer periods, kept in school safe during the school day, or banned from school.
- **Serious Misuse:** e.g. recording, sharing content – treated as a serious breach of the school's positive behaviour policy. May result in suspension and referral to external agencies if necessary.

## 6. Staff Responsibilities

- Staff will model appropriate use of mobile devices. Staff personal mobile phones should be unseen and unheard during teaching time, except in cases of emergency and with prior notice to SLT.
- Confiscated pupil phones will be stored securely and returned to according to school procedures.

## 7. Parent/Guardian Role

- Parents are encouraged to support the school's policy and avoid contacting students during school hours via mobile phone.
- In urgent cases, communication should go through the school office.

## 8. Additional Notes

- Pupils may request to use their phone in emergencies via the school office.
- Staff will follow the referral structure outlined in the Positive Behaviour Policy.
- All incidents will be logged on SIMS and monitored by the Form Teacher and Head of Year.

## 9. Review

This policy will be reviewed annually and updated in line with changes to the **Positive Behaviour Policy** and Department of Education guidance.

Ratified November 2025