



## Woodcroft College Mobile Phone Policy

### Junior School

Students in the Junior School do not require a mobile phone for educational, nor any other purpose during the day.

If it is necessary for students to bring a mobile phone to school, the phones are to be switched off at the start of the school day and stored in their tray inside the classroom. The College does not take responsibility for the loss or damage to phones.

Student mobile phones used during the school day (8:45 am - 3:15 pm) will be confiscated until the end of the day and the student will not be allowed to bring their phone to school in the future. In these cases, parents will be notified.

Parents should not contact students via mobile phones, or smart watches during the day. They are required to contact the Junior School Office to pass messages on to students. If a student needs to contact a parent, they are able to do so through the Junior School Office.

Smartwatches are also not to be used and notifications are to be turned off during the day.

### Middle School

Students in the Middle School do not require a mobile phone for educational purposes during the day.

In the Middle School, mobile phones are to be switched off at the start of the school day. Year 8/9 students will place their phone in their locker. Students are responsible for keeping their phone secure in their locker all day.

Students in possession of a mobile phone on their person during the day can expect to receive an After-School Detention from the Head of Year.

In exceptional cases, students can use mobile phones under teacher supervision.

Parents should not contact students via mobile phones during the day. They should ring Student Services who will pass the message on. There is a phone in every classroom if they need to get a message through. If a student needs to contact a parent, they can use the phone in Student Services.

Smartwatches are also not to be used and are expected to be placed in lockers throughout the day.

### Senior School

Students in the Senior School are required to display responsible behaviours around mobile phone use.

Whilst we expect that mobile phones are not handled during school hours, we recognise that with the introduction of laptops, students may be required to access utilities offered by their devices.

This use is at the discretion of the teacher and might include recording, filming or taking photographs.

Students in the Senior School should have their devices switched off or in Airplane Mode during lessons. They should be displayed upside down on desks.

Teachers should ensure that any student wishing to leave the classroom has left their mobile phone with the teacher or on their desk.

Students who have Study Lessons are permitted to discreetly listen to music they have downloaded on their device, unless otherwise instructed by a teacher.

Misuse of any device should be discussed with the appropriate Head of Year.



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**An Independent Coeducational Anglican R-12 School**

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