



WELLINGTON COLLEGE BELFAST

Co-educational Grammar School

MOBILE PHONE POLICY

To be retained by parent for your information

- All students have access to pay phones in the College which can be used outside class time.
- The College cannot accept responsibility for any phone or any other mobile device which is brought into the College.
- In emergencies, parents/carers who need to contact students should do so via the office.
- It is the College policy that students may not use mobile phones during the school day unless directed to do so by a member of staff for educational purposes or, very rarely, unless directed to do so by a member of staff for an emergency. Phones should therefore remain in a safe bag or pocket at all times from point of arrival in school until the end of the school day. If the student uses their phone for any other purpose during the school day, their phone will be confiscated and can be collected from the office at the end of the school day. The following procedures will apply if a phone is confiscated –
 - **First Instance:** the phone is confiscated, placed in the School Office and a message will be sent home. A note will be recorded on SIMS via the student's file.
 - **Second Instance:** the phone is confiscated, placed in the School Office, a message will be sent home and a Friday detention issued (a 35-minute detention only). A note will be recorded on SIMS via the student's file.
 - **Third Instance:** the phone is confiscated, placed in the School Office and parents/carers will have to come to the College to collect the phone. A note will be recorded on SIMS via the student's file.
Any student who causes major concerns with their mobile phone after the third instance may be required to submit their phone each morning to the office under the instruction of the appropriate Head of Year.
- Parents/Carers and students are reminded that it is strictly against government policy, examination authority regulations and the specific directives of Wellington College to bring mobile phones into any public examination, GCSE/AS or A Level. Any student found to have a mobile phone in their possession - whether or not it is switched on - is liable to disqualification from that examination and may have their marks reduced to zero.
- **Students must not use their phones to take photos or videos in the College under any circumstances. Students found to have used this capability to take, transmit or receive photographic images which include any students, staff or College premises will be in serious breach of the College's Behaviour Policy.**

NB Parents/Carers should not contact their son/daughter in school by mobile (inc texting). If contact needs to be made with their child, they should do so via the College Office.

***This agreement must be signed by pupil and parent on page 4 of the pupil information form. ***