As students enter the room with a device

Give the device to the teacher to be secured or place in their bag

At the conclusion of the lesson the device is returned to the student

If a large number of devices are evident, a positive reminder may be necessary early on.

A student is observed using their device during a lesson

The student places the device in the secure area e.g. teacher’s desk

The student refuses to comply

Restate the direction and warn of further consequences

The student should be referred to the H.T. with the device

The student refuses to comply

The student should be referred to the D.P.

The student refuses to comply

Parental contact is made

The phone is given to the H.T. and secured. It is returned to the student at the end of the next break

The D.P. secures the phone and the student organises to get the phone at 3.30

Millennium entry
A student is observed using their device for several lessons

The student places the device in the secure area e.g. teacher's desk

At the end of the next break the student goes back for the device- it is returned.

The phone is given to the H.T. and secured. It is returned to the student at the end of the day

The D.P. secures the phone and the student organises to get the phone at 3.30. Parental contact is made

Restate the direction and warn of further consequences

The student refuses to comply

The student should be referred to the H.T. with the device

The student refuses to comply

The student should be referred to the D.P.

The student refuses to comply

Parental contact is made. They are asked to come to the school to pick up the device.

Persistent misuse of this policy may result in the student being placed on SCAP, Playground isolation or suspension

Millennium entry