

23 October 2014

Dear Parents

I am writing to clarify the school's position on the use of mobile phones during the school day.

Pupils are permitted to bring mobile phones to school although there is no curriculum requirement for pupils to do so. However, if brought into school they should be switched off completely from 8.40 to 3.15 except under the following specified circumstances. With the specific permission of the teacher who will issue a permission card, pupils may use their phones in lessons for research purposes and in so doing agree to the following conditions:

- The pupil only takes out the device when the teacher instructs them to do so
- The pupil puts the device away when instructed to do so
- The pupil follows the school's e-safety policy
- The pupil accepts that any misuse of this device will result in confiscation
- The pupil understands that bringing this device into school is entirely at their own risk and that the school is not liable for any damage/loss/theft

Pupils may not use their phones during break and lunchtime so as not to compromise the safety of other pupils. Please read the E-Safety Policy on Springfield School web site.

Where a pupil does not follow this clear policy, the phone will be confiscated and may be placed in the school safe until Friday of the following week. Where a pupil uses their phone or electronic device to photograph, or video, another member of the school community without their express permission, they are liable to be excluded from school.

Yours sincerely

Mr N Webb
Assistant Headteacher

Please hand to your form tutor. I acknowledge receipt of this mobile phone letter:

Pupil Name: _____

Tutor Group: _____

Pupil signature: _____

Parent signature: _____

Date: _____