

MOBILE PHONE, SMARTWATCHES AND ELECTRONIC DEVICE POLICY

1. Purpose

Sage College operates a phone-free and smartwatch-free school environment.

Students are expected not to bring mobile phones or smartwatches to school. Personal mobile devices are not required during the school day, and any necessary communication between students and their families can be made through the School Office.

The use of mobile phones or smartwatches anywhere on School premises is strictly prohibited.

This includes, but is not limited to:

- Calls or messages.
- WhatsApp or social media.
- Internet access.
- Taking photographs, videos or audio recordings.
- Using the calculator, camera, clock or any other application.
- Listening to music or playing games.
- Checking notifications.
- Any other use of the device.

For the avoidance of doubt, a mobile phone must not be visible or accessible at any time during the school day.

The School accepts no responsibility for the loss, theft or damage of any personal device brought to School.

2. Primary Students

Primary students must not bring mobile phones or smartwatches to School, including when travelling on School transport.

We strongly ask families not to provide Primary-aged students with a mobile phone for use during their journey to or from School.

If exceptional circumstances require a Primary student to bring a phone, this must be agreed with the School in advance and the device must be handed to the School Office immediately on arrival.

Smartwatches are not permitted.

3. Secondary Students and the Compulsory Mobile Phone Pouch

However, we recognise that some students may wish to have a mobile phone available before or after the school day.

Any Secondary student who brings a mobile phone to School must therefore purchase and use the official Sage College mobile phone pouch, available exclusively through the School's online store on Clickedu.

Students are personally responsible for:

Placing their actual mobile phone inside the pouch when they arrive at School.

Locking the pouch correctly.

Keeping it locked throughout the school day.

Keeping the pouch inside their school bag and out of sight.

The pouch is designed to block normal mobile and Wi-Fi connectivity so that the device is effectively unavailable during the school day.

A student who brings a mobile phone without the approved pouch may not keep the phone in their possession.

4. Key Stage 5

Key Stage 5 students who are formally authorised to leave the School premises during break or lunchtime may unlock and use their phone only once they are outside the School site.

Before returning, the phone must be placed back inside the pouch and locked.

The phone must already be secured before the student re-enters School premises.

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5. Misuse of the Pouch

The system is based on personal responsibility and trust. The School will not routinely check every student's pouch.

However, any attempt to circumvent the system will be treated as a breach of this policy.

This includes:

Keeping the real phone outside the pouch.

Placing an old phone, calculator or other object inside the pouch instead.

Carrying a second phone.

Failing deliberately to lock the pouch.

Opening or tampering with the pouch during the school day.

Using another student's phone.

Any other deliberate attempt to avoid the rules.

A breach occurs whenever a student is found with a mobile phone outside the correctly locked pouch, whether or not they were actively using it.

6. Sanctions

The following sanctions apply during each academic year:

First Breach

The student will be immediately suspended for the remainder of that school day.

Parents or carers will be contacted and the student will be required to leave School.

Second Breach

The student will receive a two-school-day suspension.

Third Breach

A third breach will be considered persistent and deliberate refusal to comply with School rules and will result in the School initiating permanent exclusion from Sage College, in accordance with the School's applicable disciplinary and contractual procedures.

There is no warning stage before these sanctions.

Attempts to deceive or circumvent the pouch system are treated in exactly the same way as being found with a mobile phone outside the pouch.

Where a mobile phone is used for unauthorised photography or recording, bullying, harassment, inappropriate content or any other serious safeguarding matter, additional disciplinary action may be taken.

7. Smartwatches

Smartwatches are strictly prohibited for all students, regardless of whether they are in school mode, have no SIM card, have internet access disabled or are being used only as a watch.

Students who wish to wear a watch should use a conventional non-smart watch.

First Incident

The smartwatch will be confiscated and must be collected personally by a parent or carer.

Second Incident

The smartwatch will be confiscated and the student will be suspended immediately for the remainder of that school day.

Third Incident

The student will receive a two-school-day suspension.

Further breaches may result in permanent exclusion, in accordance with the School's disciplinary procedures.

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8. Communication with Families

Students who need to contact their parents or carers during the school day must do so through the School Office.

Likewise, parents who need to contact their child urgently should contact the School Office.

Families are asked not to call, WhatsApp or message students during the school day expecting them to check or respond to their phone.

An urgent message can always be passed to a student through the School.

9. Legal Framework

This policy forms part of Sage College's Behaviour and Safeguarding framework.

It is established in accordance with the autonomy granted to private schools under Article 25 of Ley Orgánica 8/1985, de 3 de julio, reguladora del Derecho a la Educación (LODE) to establish their internal organisation and rules of coexistence.

Students are also required under Article 6 of the LODE to respect the School's organisation, behaviour and coexistence rules.

Any disciplinary measure, including permanent exclusion, will be applied in accordance with the School's applicable disciplinary procedures, enrolment terms and Spanish law.