



## **Acceptable Use of Mobile Phones/Devices**

**This policy should be read in conjunction with:**

- The school's e-Safety Policy
- The school's Behaviour Policy
- The school's Anti-Bullying Policy
- The school's Safeguarding Policy

### **1 Purpose**

- 1.1 The widespread ownership of mobile phones/smart devices among young people requires that school administrators, teachers, pupils, parents and carers take steps to ensure that mobile phones are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones or smart devices can be clearly identified and addressed, ensuring the benefits that mobile phones/smart devices provide (such as increased safety) can continue to be enjoyed by our pupils.
- 1.2 Churnet View Middle School has established the following Acceptable Use Policy that provides teachers, pupils, parents and carers with guidelines and instructions for the appropriate use of mobile phones/smart devices during school hours.
- 1.3 Pupils, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones/smart devices to school.
- 1.4 The Acceptable Use Policy for mobile phones/smart devices also applies to pupils during school excursions, camps and extra-curricular activities both on the school campus and off-site.

### **2 Rationale**

- 2.1 The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.
- 2.2 Personal safety and security
- 2.3 The school accepts that parents/carers give their children mobile phones/smart devices to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone/smart device gives parents reassurance that they can contact their child if they need to speak to them urgently.

**In choosing to enrol your child at Churnet View Middle School, you and your child are agreeing to the rules set out in this policy.**

### **3 Responsibility**

- 3.1 It is the responsibility of pupils who bring mobile phones/smart devices to school to abide by the guidelines outlined in this document.
- 3.2 The decision to provide a mobile phone/smart device to their children should be made by parents or carers. It is the responsibility of parents/carers to understand the capabilities of the phone/smart device and the potential use/misuse of those capabilities.

## **4 Acceptable Uses**

- 4.1 Mobile phones/smart devices should be switched off and kept out of sight during classroom lessons and while moving between lessons.

Parents/carers are reminded that in cases of emergency, their first point of communication should be made by telephoning the school office. This is so that parents make contact with the school first so that we are aware of any potential issue and may make the necessary arrangements.

- 4.2 Mobile phones/smart devices should not be used in any manner or place that is disruptive to the normal routine of the school (see below).
- 4.3 Pupils should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. This can help protect the pupil's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.
- 4.4 The school recognises the importance of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. In the future, teachers may wish to utilise these functions to aid teaching and learning and pupils may have the opportunity to use their mobile phones in the classroom. On these occasions pupils may use their mobile phones in the classroom when express permission has been given by the teacher. However, the use of personal mobile phones in one lesson does not mean that pupils then have permission to use mobile phones in all lessons.

## **5 Unacceptable Uses**

- 5.1 Unless express permission is granted, mobile phones/smart watches/I Pods or tablets should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application at any point during the school day and during other educational activities, such as assemblies. Mobile phones/smart devices can only be used by a pupil in the event of an emergency and after permission has been given by a member of staff.
- 5.2 Mobile phones/smart devices should be switched off at all times during the school day.
- 5.3 Using mobile phones to bully and threaten other pupils is unacceptable. Cyber-bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence, it is unacceptable regardless of whether 'consent' was given.
- 5.4 Pupils are not permitted to join together as a group against another pupil and use their mobile phones or other devices to take videos and pictures of acts to denigrate and humiliate that pupil and then send the pictures to other pupils or upload it to a website for public viewing. This also includes using mobile phones/smart devices to photograph or film any pupil or member of staff without their consent. It is a criminal offence to use a mobile phone or other technology to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- 5.5 Pupils should have their phones/devices secure inside bags prior to entering the changing rooms. Under no circumstances should mobile phones/devices be out of bags in changing rooms. Mobile phones/devices are not to be used in changing rooms. Mobile phones/devices are not to be taken out of bags or used in any situation that may cause embarrassment or discomfort to fellow pupils, staff or visitors to the school. PE staff will confiscate any mobile phones/devices found out of school bags and in use in these areas immediately. The mobile phone/device will then need to be collected by the pupil from the school Reception at the end of the day.
- 5.6 Should there be more than one disruption to lessons caused by a mobile phone/smart device, the pupil responsible may face consequences in line with the school's behaviour policy as sanctioned by the head teacher.

This may include a mobile phone ban in school.

- 5.7 It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the pupil will be asked and expected to delete those images.

## 6 Theft or damage

- 6.1 Pupils should mark their mobile phone/smart device clearly with their names.
- 6.2 Pupils who bring a mobile phone/smart device to school should leave it in their bag when they arrive. To reduce the risk of theft during school hours, pupils who carry mobile phones/smart devices are advised to keep them well concealed and not 'advertise' they have them.
- 6.3 Mobile phones/smart devices that are found in the school and whose owner cannot be located should be handed to front office reception.
- 6.4 **Pupils bring mobile phones and other mobile devices to school at their own risk.** The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/ other devices.
- 6.5 The school accepts no responsibility for pupils who lose or have their mobile phones/smart devices stolen while travelling to and from school.
- 6.6 It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.
- 6.7 Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.

## 7 Inappropriate conduct

- 7.1 Mobile phones/smart devices are banned from all examinations. Pupils are expected to leave their mobile phones/smart devices, switched off, in their bags, before entering the exam hall or they should hand phones/devices to invigilators before entering the exam hall. Any pupil found in possession of a mobile phone/device during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.
- 7.2 Any pupil who uses vulgar, derogatory, or obscene language while using a mobile phone/smart device will face consequences.
- 7.3 Pupils with mobile phones/smart devices may not engage in personal attacks, harass another person, or post private information about another person using messages, taking/sending photos or objectionable images, and phone calls. Pupils using mobile phones/devices to bully other pupils will face consequences in line with the school's behaviour policy. **It is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.**
- 7.4 Pupils must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' - which is the sending of personal sexual imagery - is also a criminal offence. **As such, the school may consider it appropriate to involve the police.**

## 8 Sanctions

- 8.1 Pupils who infringe the rules set out in this document could face having their phones/devices confiscated by teachers. If the phone is being used inappropriately the pupil must give it to a teacher if requested.

- 8.2 Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone/device and must speak to a member of the pastoral or management team. The incident will be recorded.
- 8.3 Any further infringements of the mobile phone/devices code of conduct may result in a ban on bringing a mobile phone/device to school.
- 8.4 As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident - of a serious nature - being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.