

# Leek High School

## Acceptable Use of Mobile Phones Policy



This policy should be read alongside the following school policies:

- Anti-Bullying
- Behaviour
- Child Protection and Safeguarding
- Online Safety

### 1 Purpose

- 1.1 The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, 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 can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.
- 1.2 Leek High School has established this Acceptable Use Policy for mobile phones to provide teachers, students, parents and carers with guidelines and instructions for the appropriate use of mobile phones during school hours.
- 1.3 Students, their parents or carers must read and sign the agreement in Appendix A of this policy as a condition upon which permission is given for their child to bring a mobile phone to school.
- 1.4 This Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities both in school and off-site.

### 2 Rationale

The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used appropriately.

### 3 Responsibility

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

### 4 Acceptable Uses

- 4.1 **Mobile phones should be in silent mode and in school bags whenever students are on the school site.**

**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 should not be used in any manner or place that is disruptive to the normal routine of the school (see below).



**4.3** Students 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 student'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. Teachers may wish to utilise these functions to aid teaching and learning and students may have the opportunity to use their mobile phones in the classroom. On these occasions students 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 students 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 during school lessons and other educational activities, such as assemblies. Mobile phones can only be used by a student in the event of an emergency and after permission has been given by a member of staff.

**5.2** The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones, smart watches, tablets or I-Pods.

**5.3** Mobile phones, smart watches, tablets or I-Pods must not disrupt classroom lessons with ring tones, music or beeping.

**5.4** Using mobile phones to bully and threaten other students 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.

**5.5** Students are not permitted to join together as a group against another student and use their mobile phones or other devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student 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.

**5.6** Mobile phones are not to be used in changing rooms. Mobile phones are not to be taken out of bags or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the 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 student will be asked and expected to delete those images.

## **6 Theft or damage**

**6.1** Students should mark their mobile phone clearly with their names.

**6.2** Mobile phones that are found in the school and whose owner cannot be located should be handed to reception.

**6.3** **Students 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.

- 6.4 The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- 6.5 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.
- 6.6 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 are banned from all examinations. Students are expected to leave their mobile phones, switched off, in their bags, before entering the exam hall or they should hand phones to invigilators before entering the exam hall. Any student found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.
- 7.2 Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- 7.3 Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action. **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 Students 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 Students who infringe the rules set out in this document will have their phones confiscated.
- 8.2 Parents will be notified and they must collect the phone from reception by 4.30pm. If a parent/carer is unable to collect a mobile phone it will be kept until they are able to come into school.
- 8.3 Repeated infringements of the mobile phone code of conduct may result in **a student being required to hand** in their phone to reception at the start of every day or being banned from bringing their phone into 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.

ADOPTED BY THE GOVERNORS ON: 26 November 2020  
POLICY REVIEW DATE: November 2021

Signed by:

Headteacher Date: 26-11-20

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Chair of governors Date: 26-11-20

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## Appendix A – Parent/Carer Permission Form

### Using mobile phones in school

**If a parent, guardian or carer wishes their child to keep a mobile phone with them in school, the following must be complied with:**

- Students can use mobile phones on the way to and from school only.
- All mobile phones must be switched off and out of sight as soon as students enter the school site.
- Mobile phones must not be used at any point during the school day (this includes at break time, lunch time and during the transition time between lessons).
- Any mobile phone that is seen on the school site (this includes inside the school buildings but also at break and lunch time outside) will be confiscated immediately. The member of staff confiscating it will seal it in an envelope bearing the students name and take it to the main office.
- Any confiscated mobile phone can only be collected by a parent/carers from school reception up to 4.30pm each day after which it will be not be available for collection until the following day.
- Refusal to hand over a mobile phone for confiscation, or repeated use of a mobile phone on the premises, will be dealt with as below and in line with the School's Behaviour Policy.

**If a student refuses to hand over their mobile phone to a member of staff their parents/carers will be contacted and an internal isolation or fixed term exclusion will be put in place.**

**Repeated failure to comply with the school mobile phone policy will result in a student being required to hand in their phone to reception at the start of every day or being banned from bringing their phone into school.**

I give my child permission to carry a mobile phone to school. I also understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in this document.

I understand that the school accepts no responsibility for the loss, theft or damage of a mobile phone/ mobile device on the way to or from school or during school hours.

I understand that if my child's mobile phone is confiscated I or another adult family member must collect it before 4.30pm that day after which it will be not be available for collection until the following day.

**Signed Parent/Carer:**

**Signed Student:**

**Date:**