

	Acceptable Use Policy for mobile phones Review Date:	May 2017
	Date of next Review:	May 2018
	Who reviewed this policy?	Deputy Headteacher

The Royal Liberty School Acceptable Use Policy for mobile phones

Purpose

The widespread ownership of mobile phones among young people requires that school staff, students, parents and carers take steps to ensure that mobile phones are used responsibly at schools. 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 and opportunities for learning activities) can be enjoyed by our students. The Royal Liberty school has established the following Acceptable Use Policy for mobile phones that provides staff, students, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours. Students, their parents or carers must read and understand the Acceptable Use Policy before students are given permission to bring mobile phones to school. The Acceptable Use Policy for mobile phones also applies to students during school trips and extra-curricular activities.

Royal Liberty School accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to him urgently.

Responsibility

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document. The decision to provide a mobile phone to their children should be made by parents or carers. Parents/carers should be aware if their child takes a mobile phone to school. Permission to have a mobile phone at school while under the school's supervision is contingent on parent/carer permission in the form of a signed copy of this policy. Parents/carers may revoke approval at any time.

Pupils are responsible for keeping the school informed of their current mobile phone number.

Acceptable Uses

Mobile phones should be switched off and kept out of sight during the school day. Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. Mobile phones cannot be used at break and lunchtime.

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 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.

Unacceptable Uses

Unless express permission is granted, mobile phones 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 are only to be used in the event of an emergency and with permission from a member of staff.

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.

Mobile phones must not disrupt classroom lessons with ringtones, music or beeping. Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

It is forbidden for students to “gang up” on another student and use their mobile phones 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 without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

Mobile phones are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school. Should there be repeated disruptions to lessons caused by a mobile phone, the responsible student may face disciplinary actions as sanctioned by the school behaviour policy.

Theft or damage

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. Students should mark their mobile phone clearly with their names.

Students who bring a mobile phone to school should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not ‘advertise’ they have them.

Mobile phones that are found in the school and whose owner cannot be located will be handed to the office reception.

When students have PE lessons, it is the students responsibility to hand their phone to the PE staff to be locked away.

The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

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.

Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.

Inappropriate conduct

Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the school behaviour policy.

Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the school behaviour policy.

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 as sanctioned by the school behaviour policy. [It should be noted that 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.]

Sanctions

Students who infringe the rules set out in this document will have their phones confiscated by teachers.

On the first infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The student will not be permitted to collect the phone without consent from the parent/carer at the end of the day. The incident will be recorded and the student sent home with a letter.

After the second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The parent/carer will need to collect the phone.

If a student is found to be on their phone at break or lunchtime their phone will be taken to the school office. Consent will be gained from the parent/carer to return the phone at the end of the day. The incident will be recorded. If this happens a second time the parent/carer will need to collect the phone.

As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

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Parent/Carer Permission

I have read and understand the above information about appropriate use of mobile phones at Royal Liberty School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to identify a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone to school and 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.

Parent name (print) _____

Parent signature _____ Date _____

Student name (print) _____

Mobile phone number _____

Student signature _____ Date _____

