



Cherry Willingham Community School

**A Specialist Maths & Computing and
Sports College**

MOBILE DEVICES POLICY – ACCEPTABLE USE POLICY

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Governors Committee:

Finance & Personnel

Policy written by:

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Named Member of Staff

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MOBILE DEVICES POLICY – ACCEPTABLE USE POLICY

1. Purpose

1.1 The widespread ownership of mobile phones and other mobile devices among young people requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly at schools. The Acceptable Use of Policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety and potential use a tool for learning) can continue to be enjoyed by our students.

1.2 Cherry Willingham School has established this Acceptable Use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones and other mobile devices during school hours.

1.3 The Acceptable Use Policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

2.1 Personal safety and security

Cherry Willingham Community School accepts that parents 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 them urgently.

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.

3.2 The decision to provide a mobile device to their children should be made by parents or guardians.

3.3 Parents should be aware if their child takes a mobile device to school and have given their permission. Parents/guardians may revoke approval at any time.

4. Acceptable Uses

4.1 Mobile devices must be switched off and kept out of sight during all lessons. Parents 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.

4.2 As mobile phone technology becomes increasingly sophisticated and powerful mobile phones can be used as a learning tool within the classroom (e.g. to video an experiment or produce an audio recording). Students may only use their mobile phone during lessons with the express permission of a teacher or other member of staff.

4.3 While on school premises, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

4.4 Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.

4.5 Students should protect their phone numbers by only giving them to 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.

5. Unacceptable Uses

5.1 Unless express permission is granted, mobile phones must 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. Students should only use their mobile phones before or after school or during breaks and lunch breaks.

5.2 Mobile phones must not disrupt classroom lessons with ring tones or beeping.

5.3 Using mobile phones to bully and threaten other students and or staff is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

5.4 It is forbidden for students to “gang up” on another student or member of staff and use their mobile devices to take videos and pictures of them to denigrate and humiliate them and then send the pictures to other students or upload it to a website for public viewing. This includes using mobile devices to photograph or film any student or any member of staff without their consent. It is a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced. Any student who uses a mobile device to film any student or member of staff without their consent will be permanently excluded. Students who upload or share images with others are also likely to be permanently excluded. When this is discovered retrospectively for instance then images of another are posted on a website such as ‘You Tube’ action will be taken to find out who has been involved in uploading or sharing files and appropriate sanctions will be taken. The schools response in such cases will be to involve the police.

5.5 Mobile devices are not to be used in changing rooms or toilets or in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

5.6 Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Headteacher and governing body.

5.7 Any student who uses vulgar, derogatory, or obscene language while using a mobile device will face disciplinary action as sanctioned by the Headteacher and governing body.

5.8 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 or phone calls. Students using mobile phones to bully other students will face disciplinary action as sanctioned by the Headteacher and the governing body.

[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Headteacher or the governing body is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.]

Should there be repeated disruptions to lessons cause by a mobile phone; the responsible student(s) will face disciplinary actions as sanctioned by the Headteacher. The sanction applied will be at the discretion of the Headteacher and will be determined by the nature of the misuse. The sanctions applied range from the student(s) being banned from bringing a mobile phone to school to exclusion from school.

6. Theft or damage

6.1 Students should place some unique identification mark upon their mobile devices.

6.2 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.

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

6.4 The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.

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

6.6 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.

6.7 Lost and stolen mobile phones in United Kingdom can be blocked across all networks making them virtually worthless because they cannot be used.

7. Sanctions

7.1 Students who infringe the rules set out in this document will be given one verbal warning, but if a student continues to infringe their phone will be confiscated by a member of staff. The mobile phone would be taken to a secure place within the school and the student will normally be allowed to collect it from the school office at the end of the school day. The school reserves the right to require parents to collect the mobile phone rather than return it to the child.

7.2 Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school.

7.3 As set out in the previous section, students who commit serious acts of 'cyber-bullying' upon any individual at the school will put themselves at risk of permanent exclusion. Any serious alleged incidents will be referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.