



## LEE Hurst SWAN

Mobile phones use by pupils in school policy  
Reviewed July 2017 by the Headmaster

**THIS POLICY IS PUBLISHED ON THE SCHOOL WEBSITE FOR PARENTS.**

### Use of Mobile Phones: Acceptable Use Policy (Pupils)

#### 1. Purpose

**1.1.** The widespread ownership of mobile phones 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 can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our pupils.

**1.2.** Lee Hurst Swan School has established the following Acceptable Use Policy for mobile phones that provides teachers, Pupils, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours.

**1.3.** The Acceptable Use Policy for mobile phones 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 wide travel to work area for working parents of the school presents challenges when it comes to communications. 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

Lee Hurst Swan 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 them urgently.

#### 3. Responsibility

**3.1.** It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document.

**3.2.** The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/mis-use of those capabilities. It is a requirement that all phones that can access the internet, must have Parental Controls enabled when in school. Unfiltered access to the internet via 4G mobile phones is a safeguarding concern.

**3.3.** Parents/carers should be aware if their child takes a mobile phone to school. It is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

**3.5.** Parents/carers are reminded that in cases of emergency, the school Reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. If you need to contact your son/daughter, or if they need to contact you, this must be done through Reception.

#### **4. Acceptable Use**

**4.1. All Pupils.** Mobile phones must be switched off and handed in to the Form teacher at the start of the school day at registration time. They will be locked into a secure box held by the form teacher. At the end of lessons pupils return to their form rooms to collect their phones from their Form teachers. Should a pupil be departing from school for a sports fixture or trip, they are permitted to collect their mobile phone at afternoon registration or before they depart.

Pupils arriving late in school, after registration, are required to hand in their mobile phone at Reception and will collect them from Reception at the end of the day or before they depart on a trip or fixture.

**4.2. Senior Pupils** while on school premises, after lessons, must use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls. This applies to homework club especially. They must be out of sight of Early Years children. (Reception class, Pre-school and Babies) as they are not allowed to use mobile phones in these areas.

**4.3. Prep Pupils** below year 5 must not bring mobile phones into school without explicit, personal permission from the Head of Prep.

**Prep pupils in years 5&6** must not use their phones to receive or make calls during the course of the day at any time. Their phones should be switched off and handed into their form teacher at registration. Pupils may switch them on from 3.45 pm onwards (use soundless features) must use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls. This applies to homework club especially. They must be out of sight of Early Years children. (Reception class, Pre-school and Babies) as they are not allowed to use mobile phones in these areas.

**4.4.** Pupils should protect their phone numbers by giving them only 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.

#### **5. Unacceptable Uses**

**5.1.** Mobile phones must not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during lesson times. They are to have handed their phone in as required.

**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.

**5.3.** Should pupils have their phone on them for an imminent fixture they must make sure that they do not cause classroom lessons with ring tones, music or beeping. They should be turned off, or switched to silent when they are handed in to the form tutor.

**5.4.** 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.

**5.5.** It is forbidden for pupils 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 Pupils 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 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 or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow Pupils, staff or visitors to the school. All mobile phones are excluded from the EYFS setting including Reception class and out of sight of Early Years children. (Reception, Pre-school and Babies) that may be out of their setting or classroom.

**5.7.** Should there be disruption to lessons caused by a mobile phone, the responsible student will face disciplinary actions as sanctioned by the Headmaster. In the first instance, this will result in confiscation of the phone for a short period of time (One day). For a repeated offence, this may result in confiscation for a longer period (a week) or a mobile phone ban in school. See section 8.

**5.8.** 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 and disciplinary action will be taken.

## **6. Theft or damage**

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

**6.2.** To reduce the risk of theft, pupils who carry mobile phones with them before and after school or on a trip or fixture, 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 Deputy Head.

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

**6.5.** The school accepts no responsibility for pupils who lose or have their mobile phones 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. In the event of a loss or theft the school will assist in arranging blocking.

## **7. Inappropriate conduct**

**7.1.** Mobile phones are banned from all examinations. Pupils are expected to 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 and the student will be reported to the examination board as required by the examination rules. 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.** Pupils 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. Pupils using mobile phones to bully other Pupils will face disciplinary action. *[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person or to engage in 'sexting'. 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.

## **8. Sanctions**

**8.1.** Pupils who infringe the rules set out in this document will have their phones confiscated by teachers and passed to the Deputy Head. The student must give a mobile phone to a teacher if requested.

**8.2.** On the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to the Deputy Head. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident.

**8.3.** On the second infringement, the mobile phone would be confiscated by the teacher and taken to the Deputy Head. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. The pupil must expect to have the phone confiscated for a week. The incident will be recorded.

**8.4.** Any further infringements of the mobile phone code of conduct may result in a ban on bringing a mobile phone to school.

**8.5.** 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.