



Acceptable Use of Mobile Phones Policy (students)

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Related documents:

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Acceptable Use of Mobile Phones Policy (Students)

1. Introduction and purpose

- 1.1 The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly at schools. This 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 E-ACT has established the following policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours. This may vary in each academy.
- 1.3 Students, their parents or carers must read and understand the Academy's Acceptable Use of Mobile Phones Policy before students are given permission to bring mobile phones to school.
- 1.4 This policy also applies to students during school excursions, camps and extra-curricular activities.

2. Use of mobile phones

- 2.1 E-ACT has established the following policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours. This may vary in each academy.
- 2.2 Students, their parents or carers must read and understand this policy before students are given permission to bring mobile phones to school.
- 2.3 This policy also applies to students during school excursions, camps and extra-curricular activities.

Acceptable Uses

- 2.4 Students who bring a mobile phone to school should leave it locked away in their locker/bag when they arrive or hand to an appropriate adult with their name clearly marked on it via a case or sticker. All mobile phones should be switched off and kept out of sight during classroom lessons.
- 2.5 Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- 2.6 Students should only use their mobile phones before or after school or during break time and lunch breaks and only with permission of staff, so usage can be monitored at all times. This is to ensure safety for all.
- 2.7 The use of mobile phones at these times will be at designated areas to ensure only 'off-line' usage i.e. listening to music or playing downloaded games. 'On-line' usage such as SMS messaging, telephone calls and Facebook/other social media are not permitted. The camera facility is not permitted anywhere on the academy premises.
- 2.8 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.

Unacceptable Uses

- 2.9 Mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other on-line application during school times. Students should only use their mobile phones before or after school or during break time and lunch breaks.
- 2.10 Bluetooth devices must be turned off during the school day and not used to exchange data.
- 2.11 Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated at any E-ACT academy. In some cases it can constitute criminal behaviour.
- 2.12 It is forbidden for students to "gang up" (online-bullying) 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.
- 2.13 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 students, staff or visitors to the school.
- 2.14 Should there be repeated disruptions caused by a mobile phone, the responsible student may face disciplinary actions as sanctioned by the Headteacher.

Theft or damage

- 2.15 Students should mark their mobile phone clearly with their names.
- 2.16 Students who bring a mobile phone to school should turn it off and leave it locked away in their locker/bag when they arrive or hand it to a member of staff.
- 2.17 Mobile phones that are found in the school and whose owner cannot be located should be handed to reception.
- 2.18 The academy accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 2.19 The academy accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- 2.20 It is strongly advised that students use passwords/PIN numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/PIN numbers confidential. Mobile phones and/or passwords may not be shared.

Inappropriate conduct

- 2.21 Any student(s) caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the headteacher.

- 2.22 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 academy.
- 2.23 [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 school is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.]

Sanctions

- 2.24 Students who infringe the rules set out in this document could face having their phones confiscated by staff. The mobile phone would be taken to a secure place within the school and the student's parent informed. Appropriate arrangements would then be made for the parents to collect the mobile phone.
- 2.25 Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school.
- 2.26 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.

3. Responsibilities

- 3.1 It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document and/or what is determined locally/regionally at academy and/or regional team level.
- 3.2 The decision to provide a mobile phone to their children should be made by parents or carers with respect to academy and regional team guidance.
- 3.3 Parents should be aware if their child takes a mobile phone to school.
- 3.4 Permission to have a mobile phone at school while under the school's supervision is contingent on parent/carers permission in the form of a signed copy of this policy. Parents/carers may revoke approval at any time.

4 Review

- 4.1 This policy will be monitored as part of the academy's annual internal review and reviewed on a three year cycle or as required by legislation changes.
- 4.2 An up-to-date copy of the policy will be available on E-ACT's website.