



# Gartree High School

## Key Stage 4 Mobile Phone Acceptable Use Policy

### Guidance for staff, students, parents and carers

#### 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 pupils.

**1.2.** Gartree High 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. Students, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones to school.**

**1.4.** The Acceptable Use Policy for mobile phones also applies to students during school excursions, trips and extra-curricular activities both on and off the school site.

#### 2. Rationale

**2.1.** While it is acknowledged that ways of communicating are expanding at a rapid pace, it would be our preference that social interaction in school was primarily face to face, talking with others and sharing common experiences. The ability and opportunity to verbally communicate socially is a key life skill.

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

**2.3. Personal safety and security** -Our school accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety.

#### 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 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/misuse of those capabilities.

**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.

**3.4. Parents/carers are reminded that in cases of emergency, the school office remains the single point of contact, ensuring your child is reached quickly and assisted in any relevant way.** Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

Pupils need to acknowledge that it is a privilege to be permitted to bring mobile phones to school and abuse of this code may lead to a curtailment of this privilege.

#### 4. Acceptable Uses

**4.1. Mobile phones should be switched off/placed on silent and kept in lockers during classroom lessons and while moving between lessons.**

**4.2. While on school premises at break and lunchtimes only, Key Stage 4 students may use their phone responsibly, as outlined in this policy.**

**4.3. At break and lunchtimes, students may use their mobile phones, listen to music through headphones, but only when in the Learning Hub and the conservatory. On no account should pupils walk with headphones through the school building as this is unsafe practice. Music is never to be listened to without headphones.**

**4.4.** Students should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to.

## **5. Unacceptable Uses**

**5.1.** Unless express permission is granted, mobile phones should not be used during school lessons and other educational activities.

**5.2. On no account** may a mobile phone be used to cast or bluetooth music to an external device/speaker.

**5.3.** 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.

**5.4.** A mobile phone is not to be used in school to record or take images and then uploaded to social media.

**5.5.** It is forbidden for pupils to use their mobile phones to take videos and pictures of acts to denigrate and humiliate another 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 to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

**5.6.** Should a student disrupt learning in any way with their mobile phone, appropriate sanctions will be put in place by the school. (see below)

**5.7.** It is unacceptable to take a picture of a member of staff or student without their permission

## **6. Theft or damage**

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

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

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

**6.4.** 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 pupils, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

## **7. Inappropriate conduct**

**7.1.** Any student who uses insulting, derogatory, or obscene language while using a mobile phone will face sanctions.

**7.2.** 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 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.]*

**7.3.** Students must ensure that files stored on their phones do not contain inflammatory, 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.** Students who infringe the rules set out in this document could face having their phones confiscated by teachers. If the phone is being used inappropriately the student must immediately give it 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 a secure place within the school office. 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.
- 8.3. On the second infringement parents/carers will be required to collect the phone from school.
- 8.4. Any further infringements of the mobile phone code of conduct may result in a ban on bringing a mobile phone to school.

**Examination Conduct**

9.1. Mobile phones are banned from all examinations and assessments. Students MUST 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.

We have read the KS Stage 4 acceptable mobile phone user policy and agree to abide by its terms.

Signature of Parent/Carer .....

Signature of Pupil .....

Date .....