

DP112 Mobile Devices Acceptable Use Policy

Key Responsibility:	Deputy Head Teacher
Committee:	Parents, Pupils and Community
Approved:	June 2019
Review Date:	June 2021

Purpose

1.1. The widespread ownership of mobile devices 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 devices provide (such as increased safety) can continue to be enjoyed by our students.

1.2. Hazel Grove High School has established the following Acceptable Use Policy for mobile devices that provides teachers, students, parents and carers with guidelines and instructions for the appropriate use of mobile devices during school hours.

1.3. Students, and their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile devices to school.

Philosophy

2.1. 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 The school recognises that mobile devices can be used to support teaching and learning when used effectively.

2.3. Hazel Grove High School accepts that parents/carers give their children mobile devices to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile device gives parents and carers reassurance that they can contact their child if they need to speak to them urgently out of school hours.

3. Responsibility

3.1. It is the responsibility of students who bring mobile devices 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.

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3.3. Parents/carers should be aware that if their child takes a mobile device 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 is the point of contact. We can ensure your child is reached in a relevant and appropriate way. If a student needs to contact parents/carers they are to go to the school office or see a Head of Year to seek permission to use the phone.

4. Acceptable Uses

4.1. Mobile devices should be switched off and kept out of sight during the school day. Parents/carers are requested that in cases of emergency they contact the school first so we are aware of any potential issue and may make any necessary arrangements.

4.2. While on school premises, mobile phones must be switched off and kept in a secure place. Staff have the right to confiscate mobile devices if seen during any part of the school day.

4.3. Students should protect their phone numbers by only giving them 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.

4.4. The school recognises the importance of emerging technologies present in modern mobile devices e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging, etc. In the future teachers may wish to utilise these functions to aid teaching and learning and pupils may have the opportunity to use their mobile devices in the classroom. On these occasions pupils may use their mobile devices in the classroom when express permission has been given by the teacher. The use of personal mobile devices in one lesson for a specific purpose does not mean blanket usage is then acceptable. To ensure safeguarding is adhered to the staff member will risk assess the phone usage for the lesson (See Appendix 1).

5. Unacceptable Uses

5.1. Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during the school day.

5.2. The Bluetooth function of a mobile device must be switched off at all times and not be used to send images or files to other mobile devices.

5.3. Mobile devices must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during lesson times.

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5.4. Using mobile devices 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. (Refer to the Anti-bullying, E-Safety and IT Policy.)

5.5. It is forbidden for students to "gang up" on another student and use their mobile devices 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 devices to photograph or film any student or 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.

5.6. Mobile devices 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.

5.7. Should there be more than one disruption to lessons caused by a mobile device, the responsible student may face disciplinary actions as sanctioned by the Deputy or Headteacher in conjunction with the E-Safety and IT Policy. If mobile devices are visible during lessons, then they will be confiscated and handed to the office staff where the student can collect at the end of the school day. If the phone is confiscated on two occasions in an academic year a parent/carer will need to collect the mobile phone.

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.

5.9 Staff may examine and/or erase any data or files on the device, as long as they think there is a 'good reason' to do so. When deciding whether there is a good reason to examine or erase data or files, the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to:

- Cause harm
- Disrupt teaching, or
- Break the school rules

If inappropriate material is found on the device it is up to the staff member to decide whether they should:

- Delete that material
- Retain it as evidence (of a criminal offence or a breach of school discipline) or
- Report it to the police

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5.10 Headphones/earphones/speakers should not be used whilst moving around the school site during the school day, whilst waiting for or during lessons and assemblies.

5.11 Students will be given a mobile device acceptable usage booklet at the start of the term and will sign once it has been read and understood.

6. Theft or damage

6.1. Students should mark their mobile device clearly with their names.

6.2. Students who bring a mobile device to school should leave it in their bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile devices are advised to keep them well concealed and not 'advertise' they have them.

6.3. Mobile devices that are found in the school and whose owner cannot be located should be handed to the front 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 devices and/or passwords may not be shared.

7. Inappropriate conduct

7.1. Under JCQ regulations, mobile devices are banned from all examinations. Students **MUST** leave phones in their bags or hand devices to invigilators before entering the exam hall. Any student found in possession of a mobile device during an examination will have that paper disqualified. 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 device will face disciplinary action.

7.3. Students with mobile devices 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 devices to bully other students will face disciplinary action, regardless of whether the messages have been sent outside of school hours. (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).

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7.4. Students must ensure that files stored on their devices do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence.

8. Sanctions

The following sanctions may be used in consultation and conjunction with the E-Safety and IT Policy.

The Pastoral staff must be consulted when inappropriate conduct requires a mobile device to be confiscated.

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

8.2. On the first infringement of this policy the mobile device would be confiscated by the teacher and taken to the main office. The student will be able to collect the mobile device 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 asked to collect the device from school.

8.4. Any further infringements of the mobile device code of conduct may result in a ban on bringing a mobile device to school. If students continue to disregard the school's policy further sanctions will be implemented due to the repeated non-compliance.

Parents/carers will be kept informed through all stages (Appendix 2).

9. Sixth Form Students

9.1 Students in the Sixth Form Centre are permitted to bring their mobile devices to school but must be switched off in lessons and should not be used in public areas, for example, where they are visible to other students, at any time during the school day. When in the sixth form building students may only use their mobile devices in the common room / ICT / Front assembly room area and student refectory for educational purposes only.

10. Staff & Governors

The school recognises that staff and governors will bring their mobile devices to work and that they will be used within the parameters of this policy.

Staff and governors not be using mobile devices in any areas where students are present.

10.1 The use of mobile devices is restricted to break and lunchtimes. At all other times of the day staff mobile devices will be switched off.

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10.2 Under no circumstances should mobile devices be used in a space where children are present eg classrooms, playgrounds etc.

10.3 Except in urgent situations, staff use of mobile devices is not permitted during teaching time, while on lunch / break duty or during meetings. This includes visually charging phones during lesson times.

10.4 Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
(see social media and photography code of conduct for more information)

10.5 Staff are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting.

11. Parent / Visitor / Contractor

11.1 Parents, visitors and contractors must not use their mobile phones in any area of school unless permission has been granted from the Deputy / Head Teacher. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others e.g. the staffroom or school office. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

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Appendix 1:

Risk Assessment: Use of Mobile Phones
Department:
Planned activity:
Risk:
Precautions:
Assessment undertaken by:
Date:

Please pass the risk assessment to the Designated Safeguarding Lead

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Appendix 2:

Dear «Parental_Salutation»

Re: «Forename» «Surname» «Reg»

As part of our mobile phone policy, students are prohibited from using mobile phones around the school site and they must be kept out of sight. Students are aware of this policy and the sanction that we apply if this is not followed.

I am sorry to report that today your child has been found using their mobile phone. The phone was therefore confiscated until the end of the school day. If their phone is used for a 2nd time then we will require a parent/carer to collect their phone from our Main School Reception. Any further confiscations may result in them not being allowed to bring their phone into school.

If you have any questions related to this please contact me at contact@hazelgrovehigh.co.uk

Thank you in advance with your support.