



Acceptable use of Mobile Phones Agreement

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2014)

We recognise personal communication through mobile technologies is an accepted part of everyday life and we acknowledge that we have a duty to ensure that mobile phones are used responsibly at this school.

We understand parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety and that it gives parents the reassurance that they can contact their child instantly.

We believe children should not bring their mobile phones into school without permission from a member of staff as we feel that mobile phones can cause disruption in lessons, the possibility of theft, loss or damage and also the possibility of child protection issues. If, in the case of an emergency, permission has been given then the phone must be handed into the school office or class teacher on the arrival of the child to school. Parents will be contacted immediately if a child breaks this rule and will be asked to collect the mobile phone from the school office.

We believe parents and all school visitors have a responsibility not to use their mobile phones on school premises for the making or the receiving of phone calls and especially for the taking of photographs.

During the school day school personnel are restricted to using their mobile phones to break times and lunchtimes with their mobile phones being switched off or set to silent during lesson times. It is the responsibility of all school personnel to keep their mobile phones securely stored.

We acknowledge cyber bullying is the use of a mobile phone or the internet to deliberately upset another person. We have a responsibility to ensure that cyber bullying does not take place in this school by ensuring pupils, school personnel and parents understand what it is and how it can be prevented.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims:

- To ensure mobile phones are not misused by pupils, school personnel, parents and school visitors.
- To ensure the safe and acceptable use of mobile phones.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure:

The roles and responsibilities set out in this document are to be read in conjunction with the School Policy Governance and Awareness Policy. Additionally;

Role of the Governing Body:

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure procedures for safe and appropriate use of mobile phones within the school;

Role of the Headteacher:

The Headteacher will:

- ensure procedures are in place to ensure the appropriate use of mobile phones by all members of the school community;
- ensure all school personnel sign and date the 'Acceptable Use of ICT Agreement';
- embed e-Safety in relevant aspects of the curriculum and other school activities;

Role of School Personnel:

School personnel will:

- not use their mobile phones during the school day except at break times, lunchtimes and in the case of a personal emergency;
- inform family members that in the case of an emergency that they can be contacted through the school day via the school office;
- switch off or to silent their mobile phones during lesson times;
- keep their mobile phones securely stored;
- not send or receive texts in classrooms;
- not use the camera on their phones at any time;
- not use their camera phone to photograph a pupil;
- not send or intentionally receive inappropriate texts or images;
- not allow a parent or a pupil to photograph them on a mobile phone;
- not give out their mobile telephone number to parents or pupils;
- use the school telephone to contact a parent and not use their mobile phone;
- not store parents or pupils telephone numbers on their mobile phones;
- Work with pupils to ensure that they comply with all aspects of this policy;
- Inform a member of the senior leadership team if they think a pupil may be in breach of this policy..

Role of Pupils:

Pupils will:

- not bring their mobile phones to school unless needed for the journey to and from the school site;
- be given sanctions if they:
 - do not hand their phone to a member of staff whilst on site;
 - take images of others without their consent

- display inappropriate material;
- send harassing or threatening text messages
- adhere to the instructions provided by staff regarding mobile phones on residential visits;
- receive mobile phone safety advice. Mobile phone safety advice states:
 - Mobile phone number - only share this with friends and people you trust
 - Phone security - never loan your phone and when not in use lock your phone
 - Bluetooth - keep this switched off when your phone is not in use
 - Text, photograph or video - think carefully when you send a text, photograph or video
 - Advice - always ask for advice if you receive a text, photograph or video that upsets or concerns you
 - Remember if you are being bullied it isn't your fault and there is nothing so awful that you can't speak to someone about it.
 - Talk to a trusted adult at home or at school.
 - Don't reply to any nasty messages you receive.
 - Don't reply to a text from someone you don't know.
 - Keep the messages you have been sent so you can show them to a trusted adult and make a note of the time and date of the messages or calls you receive.
 - Don't answer calls from withheld numbers or numbers you don't recognise, let it go to voicemail.
 - Block numbers from people who are sending you nasty messages.
 - If you are bullied repeatedly can change your number.
 - Don't give your mobile number to someone you don't know.
 - Don't send pictures to someone you don't know.
 - If the problem is serious you can report it to the police or Childline.

Role of Parents/Carers:

Parents/carers will:

- not use their mobile phones on school premises for the making or the receiving of phone calls and especially for the taking of photographs;
- ensure that their children comply and adhere to all aspects of this agreement.