

## Skipton Girls' High School

### Acceptable Use Policy for Mobile Phones

#### Purpose

1.1 The widespread ownership of mobile phones among young people requires that school staff, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly at schools. 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 students.

1.2 Skipton Girls' High School has established the following *Acceptable Use Policy for Mobile Phones* to provide associate staff, teachers, students, 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* before students are given permission to bring mobile phones to school.

1.4. The *Acceptable Use Policy* for Mobile Phones also applies to students during school enrichment and extra-curricular activities.

#### Rationale

##### 2.1. Personal safety and security

Skipton Girls' High 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 before or after school.

#### Responsibility

3.1. It is the responsibility of students who bring mobile phones to school to abide by the expectations outlined in this document.

3.2. The decision to provide a mobile phone to their children should be made by parents or carers.

3.3. Parents/carers 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 a parent's/carers' permission in the form of a signed copy of this policy.

Parents/carers may revoke approval at any time.

3.5. Pupils and their parents are responsible for keeping the school informed of their current mobile phone number.

#### **4. Acceptable Uses**

4.1. Mobile phones should be switched off and kept in students' personal lockers during classroom lessons and during the school day.

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 appropriate way.

4.2. **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 unwanted, insulting, threatening or unpleasant voice, text and picture messages from social media sites.

4.5. The school recognises the importance of new and emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. However, all these functions can be carried out on students' laptops/ netbooks and in the case of Post 16 students their personal devices.

**As every single member of the SGHS community has a high specification laptop there is no need to use a mobile-phone for learning.**

If in future teachers wish to utilise these functions to aid teaching and learning they will first seek permission from the Deputy Head-teacher and/or AHT Student Progress. On these rare occasions students may use their mobile phones in the classroom when express permission has been given by the teacher.

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

5.1. Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school hours and other educational activities. Mobile phones are only to be used in the event of an emergency and with permission from a member of staff.

5.2. Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. Almost all calls, text messages and emails can be traced. In some cases misuse can constitute criminal behaviour (see 7.3).

5.3 It is also unacceptable to use a mobile phone to photograph or film any student without their consent.

5.4. 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.

#### **6. Theft or damage**

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

6.2. Students who bring a mobile phone to school should leave it locked away in their locker when they arrive before the start of school (8.45am) and collect at the end of the day (3.40pm)

6.3. Mobile phones that are found in the school and whose owner cannot be located should be handed to Student Services (FAO Student Services Manager: Mrs C Simmonite)

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

6.5. The school accepts no responsibility for students who lose or have their mobile phones 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 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.

## **7. Inappropriate conduct**

7.1. Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Head teacher or Head teacher designate.

7.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Head teacher or Head teacher designate.

7.3. Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person by: using social network apps or sites; sending SMS messages; taking/sending photos or objectionable images; making phone calls. Students using mobile phones to bully other students will face disciplinary action as sanctioned by the Head teacher or Head teacher designate.

**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 Head teacher is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Police.**

## **8. Sanctions**

**8.1. Students who infringe any of the rules set out in this document will have their mobile phone confiscated by a member of staff.**

8.2. On the **first infringement** of this policy the mobile phone would be confiscated by the member of staff, placed in an envelope with the student's name and tutor group and taken to a secure place (locked drawer) within the Student Services 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 on SIMS by the member of staff. A letter will also be sent by Student Services to the parent/carer to inform them of the incident.

8.3. On the **second infringement** the mobile phone would be confiscated by the staff, placed in an envelope with the student's name and tutor group and taken to a secure place (locked

drawer) within the Student Services Office. Parents will be notified and the student will not be permitted to collect the phone without a parent/carer present. The parent/ carer will be able to collect the phone from the school reception after the end of the school day or at their earliest convenience. The incident will be recorded on SIMS by the member of staff.

8.4 If there is a **third infringement** the school will withdraw the agreement to allow the student to bring the mobile telephone to school. The incident will be recorded and reported to the Local Governing Body.

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 being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

**Effective:** September 2015

**Reviewed:** Annually

### **Parent/Guardian Permission**

I have read and understand the above information about appropriate use of mobile phones at Skipton Girls' High School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise (e.g. if lost, identity theft, or if the phone is being used inappropriately).

I give my daughter permission to carry a mobile phone to school and understand that my daughter will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in this document.

Parent name (print) \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Student name (print) \_\_\_\_\_

Mobile phone number \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_