



Midsomer Norton Schools Partnership

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MOBILE DEVICES ACCEPTABLE USE POLICY

This Acceptable Use Policy is intended to ensure:

- That students will be responsible users and stay safe while using their mobile devices
- That students will be protected from bullying and inappropriate contacts
- That the student's learning is not impaired by interruptions from mobile devices

1 Purpose

- This Acceptable Use Policy which is applicable to all schools in the Midsomer Norton Schools Partnership Trust provides teachers, students, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours.
- 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 students.
- 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.
- The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities both on the school site and off-site.

2 Rationale

- The Trust acknowledges that personal communication through mobile technologies is an accepted part of everyday life and that providing a child with a mobile device/phone gives parents reassurance, the recommendation is still that expensive equipment is not brought into school. Where these devices are brought into school responsibility for them rests with the pupil and the school cannot accept any financial responsibility for damage, loss or theft, overall any such technologies need to be used appropriately.

3 Responsibility

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- The decision to provide a mobile phone to their children should be made by parents or carers. It is the responsibility of parents/carers to understand the capabilities of the phone and the potential use/mis-use of those capabilities.
- 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 Trust cannot accept responsibility for any loss, damage or costs incurred due to its use.
- 6th Form students are responsible for keeping the school informed of their current mobile phone number to aid return if lost on the school site and to aid contact by the 6th Form admin team.
- Parents/carers are reminded that in cases of emergency, the school office remains the appropriate point of contact which will ensure 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.

- Students should not use the phone to contact home about feeling unwell or to inform parents of sanctions that have been implemented within the school day.

4 Acceptable Uses

- Mobile phones should be switched off and kept out of sight during classroom lessons, while moving between lessons, detention or any other formal activity.
- Parents/carers are requested that in cases of emergency they contact the main school office so that the school is aware of any potential issue and so that the school can make any necessary arrangements.
- While on school premises at break times only, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.
- 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.
- The Trust recognises the importance of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. Teachers may wish to utilise these functions to aid teaching and learning and students may have the opportunity to use their mobile phones in the classroom. On these occasions students may use their mobile phones in the classroom when express permission has been given by the teacher. The use of personal mobile phones in one lesson for a specific purpose does not mean blanket usage is then acceptable.

5 Unacceptable Uses

- Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, use the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies, or whilst on school business, for example school trips.
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school
- While on school premises and while moving between lessons students should not be using their phones. Their duty is to get quickly and quietly to their next lesson.
- The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.
- Mobile phones must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during lesson times.
- 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.
- It is forbidden for students to use their mobile devices to take any pictures of any member of staff, unless the member of staff has explicitly given their consent. In the event that this happens the student will be asked and expected to delete those images, and may face having the phone confiscated.
- It is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to disparage 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.
- Students should have their phones secure inside bags prior to entering the changing rooms. Under no circumstances should mobile phones be out of bags in changing rooms. Mobile phones are not to be used in changing rooms. Mobile phones are not to be taken out of bags or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school. PE staff will confiscate any mobile phones found out of school bags and in use in these areas immediately.
- Students are not permitted to wear headphones visibly and these should not be used to listen to music between lessons.

6 Theft or damage

- Students should mark their mobile phone clearly with their names, make a note of their IMEI number. Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used. In the event of a loss or theft the student should notify their network provider of their EMEI number so that the phone can be blocked.
- 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.

- Students who bring a mobile phone to school should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- Mobile phones that are found in the school and whose owner cannot be located should be handed to front office reception.
- The Trust accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The Trust accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

7 Inappropriate conduct

- Mobile phones are banned from all examinations. Students are expected to leave their mobile phones, switched off, in their bags, before entering the exam hall or they should 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.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- 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 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.
- Students must ensure that files stored on their phones do not contain 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. As such, the school may consider it appropriate to involve the police.

8 Sanctions

- Students who infringe the rules set out in this document could face having their phones confiscated by staff. If the phone is being used inappropriately the student must give it to a staff member when requested.
- Phones that are confiscated are held in a secure location until the end of the following school day. If the phone is confiscated on a Friday, it will be returned at the end of the school day on the Monday.
- Failure to hand over a mobile device upon request by a member of staff will lead to the student being excluded
- Students who are placed into isolation will have their phone 'looked after' for them for the duration of the isolation. It will be handed back at the end of the day's isolation.

9 Summary of Terms of the Mobile Phone Acceptable Use Policy

By signing and returning the 'Application to bring mobile devices into school' declaration, you are agreeing to the terms outlined above, a summary is outlined below:

- I understand that The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.
- I understand that mobile phones/devices must be turned off and out of sight before entering any classroom for a lesson, detention or any other formal activity.
- I know that I must not use my mobile phones/devices to record videos, sound or pictures in the school setting unless authorised by a member of staff or on the way to and from school.
- I understand that I must not display any pictures or videos taken on my device on any social networking site eg Facebook, Snapchat, Facetime, Instagram and YouTube.
- I understand that inappropriate images or sounds of any sort must not be brought in to school.
- I understand that my mobile phones or devices must always be handed to staff on request. Refusal to do so may result in exclusion.
- I understand that head phones must not be worn during or between lessons, for reasons of safety and courtesy
- I understand that Internet enabled phones or devices may be used to access the school network via the wireless access points and that this usage is monitored.
- I understand that a mobile phone must not be used to phone parents/guardians to ask to be picked up because of illness or to report incidents. Students must go to their house staff who will make contact with home as required.
- I understand that if I am in isolation my phone will be taken at the start of the day and returned at the end of the day.

- I understand that mobile phones or devices must not be used for bullying or making untrue, inappropriate or unkind comments about others.
- I understand that mobile phones cannot, under any circumstances, be taken into examination rooms. Breaching this rule will lead to invalidation of that examination and potentially other examinations.
- I understand that I should protect my 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.
- I understand that I should mark my mobile device clearly with my name and note the IMEI number
- I understand that it is strongly advised that I use a password/pin numbers to ensure that unauthorised phone calls cannot be made on my phones (eg by other students, or if stolen) and that I must keep these password/pin numbers confidential.
- I understand that if a mobile phone/device is misused it will be confiscated. I accept that once confiscated it will not be returned until the end of the following school day (if this is a Friday then the return day is Monday). The battery and SIM card must remain in the phone and the phone switched off.