



Fazakerley High School



Mobile Phones Acceptable Use Policy

May 2016

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Mobile Phones: Acceptable Use Policy

1. Purpose

- 1.1.** The widespread ownership of mobile phones among young people requires that school staff, pupils, 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 can be enjoyed by our pupils.
- 1.2.** **Fazakerley High School** has established the following Acceptable Use Policy for mobile phones that provides school staff, pupils, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours.
- 1.3.** Pupils and 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 pupils during school trips, residential visits and extra-curricular activities both on and off school site.

2. Rationale

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 correctly.

2.2. 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. 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.

2.3. The school recognises the importance of the technologies present in modern mobile phones such as internet access, cameras, ipads and audio playback devices.

3. Responsibility

3.1. It is the responsibility of pupils 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 (including theft), damage or costs incurred due to its use.

3.4. Parents/carers are reminded that ***in cases of emergency the school office remains a vital and appropriate point of contact*** and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through the school office also reduces the likelihood of disrupting lessons.

4. Acceptable Uses

4.1. Mobile phones should be **switched off** and kept out of sight during the school day, ***including break and lunchtime.***

Parents/carers are requested that in cases of emergency they contact the school first so we are aware of any potential issues and may make any necessary arrangements.

4.2. Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.

4.3. Pupils should protect their phone numbers by only giving them to close friends and keeping a note of to whom they have given them. This can help protect the pupil'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 Pupils in years 12 & 13 may use their phones out of sight of the main population of school, in the designated 6th Form areas. They should use phones only when absolutely necessary.

5. Unacceptable Uses

5.1. Mobile phones should **not** be used to make calls, send text messages, surf the internet, take photos or use any other application during the school day; ***this includes break and lunchtime.***

5.2. Mobile phones *should* be turned off during the day.

5.3. Using mobile phones to bully and threaten other pupils 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. It is forbidden for pupils to "gang up" on another pupil and use their mobile phones to take videos and pictures to denigrate and humiliate that pupil and then send the pictures to other pupils or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any pupil, member of staff or visitor 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.

6. Theft or damage

6.1. Pupils should mark their mobile phones clearly with their names and are advised to register their details with the network provider.

6.2. To reduce the risk of theft during school hours, pupils who carry mobile phones are advised to keep them well concealed throughout the school day.

6.3. Mobile phones that are found in the school, or being used by pupils, may be confiscated and will be handed to the school office.

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

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

6.6. It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Pupils must keep their password/pin confidential. Mobile phones and/or passwords may not be shared.

7. Inappropriate conduct

7.1. Mobile phones are banned from all examinations and controlled assessments.

Pupils are expected to hand phones to invigilators before entering the exam hall. Any pupil found in possession of a mobile phone during an examination will be dealt with *in line with exam board guidelines*.

7.2. Pupils with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using social network sites.

Pupils using mobile phones to bully other pupils 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. Pupils 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 imagery – is also a criminal offence.

8. Sanctions

8.1. Pupils who infringe the rules set out in this document could receive serious sanctions, including isolation or exclusion from school.

If a member of staff witnesses a phone/electronic device being used by a pupil, the device will be confiscated immediately and subsequently secured and logged at Student Services.

8.2. Sanctions for infringement of rules:

1st Instance: Phone confiscated – parent/guardian to collect

2nd Instance: Phone confiscated – parent/guardian to collect plus sanction for repeated refusal to comply

8.3. Failure to comply with the rules set out in this policy will result in serious consequences that, at the very least, necessitate a meeting between parents/guardian and a senior member of the school staff (see 8.1).