



**Cædmon School**

# **Acceptable use of Mobile Phones Policy**

## **HISTORY OF DOCUMENT**

<b>Issue Number</b>	<b>Author</b>	<b>Date Written</b>	<b>Approved by Governors</b>	<b>Comments</b>
1	Mary Carter	May 2012	21/5/2012	Review May 2014

Signature of Headteacher:

Signature of Chair of Governors:

# ACCEPTABLE USE OF MOBILE PHONES

## 1.1 Rationale

Caedmon School recognises that mobile phones are now an important aspect of modern living and have considerable value, particularly in relation to individual safety and emergency situations. Many families, especially those with teenage children and working parents, find that they are essential to managing their domestic arrangements. Caedmon school therefore accepts that students are permitted to bring mobile phones to school but that their use is limited and restricted.

The policy has been coordinated by Mary Carter, Assistant Head (ECM) with contributions from members of the Parents Forum, School Council, Leadership and Pastoral Teams and the teacher responsible for ICT. It will be reviewed every two years with these groups.

## 2.1 Responsibility

Caedmon School aims to educate students in the responsible use of all technology. Students must use phones responsibly, with courtesy and respect at all times. The use of mobile phones should never cause disturbance, inconvenience, discourtesy or concern to other people. It is the responsibility of all students who bring mobile phones to school to follow the code of conduct outlined in this policy.

Students need to acknowledge that it is a privilege to be permitted to use mobile phones at Caedmon and abuse of this policy may lead to loss of this privilege.

With no exceptions, staff will be responsible for judging when a student is not abiding by the code of conduct and may impose sanctions when necessary. This might include confiscation of a mobile phone, to be secured in the school safe and returned to the student in due course, after contact with the parent. However, where students act responsibly, this may not be necessary.

We strongly advise that students do not bring *valuable* mobile phones into school because of the risk of damage or loss. Students who choose to bring mobile phones with them do so at their own risk, and are responsible for keeping their own property secure. If they cannot agree to do so, they should not bring phones to school. Caedmon School will take no financial responsibility for loss of mobile phones or any other electronic equipment.

It is strongly advised that students use secure passwords or pin numbers to ensure that unauthorised use of their phone cannot be made. Students should protect their phone numbers by only giving them to their family and close friends.

Caedmon School recognises the importance of emerging technologies present in modern phones and teachers may wish to utilise these functions to aid teaching and learning. Students may be given the opportunity to use their mobile phones in the classroom for learning and *on these occasions can only do so with the express permission of their teacher.*

Permission to have a mobile phone at school while under the school's supervision is dependent on:

- A parent or carer signing the consent form in the school student planner

- Students signature on the consent form to show they understand and agree to abide by the code of conduct

### 3.1 Code of conduct

1. Mobile phones must be switched off or on silent during and between all lessons. Phones must not be visible during or between lessons including registration; they must be stored in the student's locker or bag
2. Students are permitted to have their phones switched on during break and dinner time. For the comfort of others, they are required to use soundless features to receive messages and calls. When listening to music, students must use head phones or use a low volume setting.
3. Mobile phones must not be used to record images (photographs or videos) or sound of another person
4. ***If a mobile phone is used for anti-social reasons, such as spreading rumours, bullying, digital imaging or personal attacks , or in any way going against the expectations of behaviour, this will be dealt with through the usual procedures and sanctions in accordance with our disciplinary system.***
5. ***Where mobile phones are used to threaten people, such incidents will be referred to the police.***
6. If there is an emergency which requires students to contact home during a lesson, permission from a member of staff must be sought.
7. Reception staff will continue to take and pass on messages for students from parents and carers, where necessary. Parents and carers are asked not to phone students during and between lesson time. Break time is 11.15-11.30am and dinner time is 12.30-1.20pm
8. Students have access to a pay phone in reception and they need a 20 pence coin to make a local call
9. Mobile phones cannot be, under any circumstances, be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations. This is a requirement of all examination boards.

The phrase 'mobile phone' in this policy should be taken to include electronic music devices such as Ipods and MP3 players.

This policy also applies to students during school excursions, trips and extra-curricular activities.

Teaching and support staff will also be expected to follow the principles of this policy. All mobile phones should be set on silent during lesson time and during meetings held before, during and after the teaching day.

### 4.1 Monitoring and evaluation

This policy will be kept under review and the code of conduct may be revised ***at any time.***

This policy can be read in conjunction with our:

- Anti-bullying policy
- Acceptable use of ICT policy
- Rewards and Sanctions Policy
- Child Protection Policy

