



Belong... Believe... Achieve...

Islwyn High School

Use of Mobile Devices Policy

Reviewed by:

Ratified by Governors:

Date to be reviewed:

Signed: **Mr J Hicks**
Headteacher

Mr G Bryce
Chair of Governors

1. Purpose

The widespread ownership of mobile phones among young people requires that school administrators, teachers, pupils, and parents take steps to ensure that mobile phones are used responsibly at schools. This Islwyn High School 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 pupils. This policy for mobile phones also applies to pupils on school buses, during school excursions, residential activities and extra-curricular activities.

2. Rationale

2.1 Personal Safety and Security

Islwyn High School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about pupils travelling alone on public transport or commuting long distances to school. It is acknowledged that providing pupils with mobile phones gives parents reassurance that they can contact their children if they need to speak to them urgently.

3. Responsibility

It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document. Parents should be aware if their child takes a mobile to school.

4. Acceptable Uses

4.1 Pupils are allowed to use their phones at break and lunch, this must be outside of the school building. Pupils are able to use their phones in lessons with the permission of their teacher for a specific teaching and learning activity.

4.2 Exceptions may be permitted only in special circumstances if the parent/carer specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the Pastoral Assistant Headteacher in the first instance. Parents 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.

4.3 Pupils 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 pupil's number from falling into the wrong hands and guard against insulting, threatening or unpleasant voice, text and picture messages.

5. Unacceptable Uses

5.1 Unless express permission is granted, mobile phones belonging to all pupils should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies. Pupils should only use their mobile phones **during break and lunch and** not in the school building.

5.2 It is forbidden for pupils to use their mobile phones to take videos and pictures of acts to denigrate and humiliate any member of the school community, and/or to send the pictures to other pupils or upload it to a website for public viewing. This includes using mobile phones to photograph or film any member of the school community without his/her consent. Using mobile phones to bully and threaten other members of the school community is unacceptable and will

not be tolerated. It can be 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.

Pupils using mobile phones to bully any member of the school community will face disciplinary action and it may be appropriate for the school to consider involving the police. Mobile phones are not to be used in any situation that may cause embarrassment or discomfort to fellow pupils, staff or visitors to the school. Pupils must not use photo or video capability on mobile phones which could bring the school's name into disrepute.

5.3 Mobile phones/ smart watches etc. must not be taken into any exam situation. Any student found to be in possession of a mobile phone during an exam could be prevented from completing that and other public exams as a result.

6. Theft or Damage

6.1 Pupils should mark their mobile phones clearly with their names using an indelible ink.

6.2 To reduce the risk of theft during school hours, pupils who carry mobile phones are advised to keep them well concealed and not "advertise" that they have them.

6.3 Mobile phones that are found in the school and whose owner cannot be located **will** be handed in to Reception.

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 or damaged travelling to and from school, during school trips, on residential activities and in extra-curricular time.

6.6 It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords **should** not be shared.

7. Sanctions

7.1 Pupils who infringe the rules set out in this document will face having their phones confiscated by staff.

Any pupil that uses their phone in class will be asked by the teacher to refrain from using the phone and put the phone away. If a pupil refuses this request the pupil will be asked to place the phone on a desk at the front of the class, if the pupil follows this request the phone is handed back to the pupil at the end of the lesson.

7.2 If a pupil fails to follow the instruction of putting the phone on the front desk, a member of the SLT will be called and the phone will be placed in the school office in secure conditions until the end of the school day. The pupil will then be able to pick up their phone before leaving the school site. Reception will keep a log of phones confiscated by staff and also of subsequent collection by pupils.

7.3 If a pupil fails to hand the phone to the member of SLT, they will be placed in inclusion for the remainder of the day and parents contacted to discuss the school's expectations regarding mobile phone use.