



## **Acceptable Use of Mobile Phone Policy**

### **Purpose**

Most pupils own a mobile phone and the purpose of this policy is to ensure that they are used responsibly during the school day. This Acceptable Use Policy is intended to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring that the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our pupils.

The Policy provides pupils, teachers and parents with guidelines and instructions for the appropriate use of mobile phones during the school day.

Pupils and parents must read the Acceptable Use Policy before pupils are given permission to bring a mobile phone into school.

The Acceptable Use Policy applies to pupils during school hours and also during school visits and extra-curricular activities.

### **Rationale**

Personal Safety and Security:

Kirkstone House accepts that parents give their children mobile phones to protect them from the everyday risks involving personal safety and security. Mobile phones are also considered important for communication purposes when pupils are travelling to and from school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can make contact and that the child can contact them in the event of an emergency.

### **Responsibility**

It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document.

### **Acceptable Uses**

Mobile phones must be switched off and kept out of sight during classroom lessons and while in the school building. Exceptions may be permitted only in exceptional circumstances and special permission can only be granted by the Headmistress.

It is however, recognised that there will be occasions when teachers may wish to utilise mobile phone functions to enhance teaching and learning and pupils may have the opportunity at times to use phones within the context of a lesson.



Mobile phones may not however be used in class or to record playground incidents without express permission.

While on school premises, pupils should use soundless features such as text messaging, answering services and vibration to alert them to receive important messages. Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.

Mobile phones must always be handed in at the start of a public examination.

Pupils have a duty to protect their mobile phone number by giving this information to friends only. This can help to prevent against receiving unwanted calls, texts and picture messages.

### **Unacceptable Uses**

Unless express permission is granted, pupils may not use mobile phones to make calls, send SMS messages, surf the internet, take photographs or use any other application during school lessons and other educational activities.

Using mobile phones to bully or intimidate others is unacceptable and will not be tolerated whether this occurs in or outside school hours. This is in line with the school's Cyber-bullying Policy.

Pupils are not allowed to touch a mobile phone belonging to another pupil without their consent.

If a member of the staff of the school has any suspicion that a mobile phone has unsuitable material stored on it, students will be required to hand over the phone to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation. Parents will need to recover the phone from the police in such circumstances.

### **Theft or Damage**

Pupils should mark their mobile phone clearly. Mobile phones should be kept securely in a pupil's bag and where appropriate it may be handed in for safe keeping. If a pupil finds a mobile phone, it should be handed in to the main school office.

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



The school accepts no responsibility for replacing mobile phones that are lost on the way to school.

It is strongly advised that pupils use password/pin numbers to ensure that no unauthorised calls can be made from their phone.

### **Inappropriate Conduct & Sanctions**

Pupils may only use mobile phones in line with the guidelines of this policy. A pupil who uses a mobile phone unacceptably will have the phone confiscated until the end of the school day. The phone will be stored securely in Mrs Duffin's Office and a note will be made of the incident. Pupils may collect their phone at the end of the school day.

If a pupil has previously had their phone confiscated, they will be required to lodge the phone with Mrs Duffin for the duration of a week every day before the start of school. Parents will be informed. Persistent misuse of a mobile phone could result in permission to have a mobile phone in school being removed.

Any pupil caught using a mobile phone to cheat in examinations or assessments will face disciplinary sanctions and the Examination Board will be notified as appropriate. Pupils who are found guilty of using their mobile phone to bully or intimidate others will be disciplined in line with our Anti-bullying Policy. Such an incident may involve referral to the Police.

### **Links with other policies**

Behaviour Policy  
Educational Visits Policy  
Anti-bullying Policy  
Cyber-bullying Policy

Signed:

**(Headteacher)**

Review date: February 2016