



# **The Raphael Independent School Acceptable Mobile Phone use policy**

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## 1. Purpose

**1.1.** 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) and can continue to be enjoyed by our students.

**1.2.** The Raphael Independent School has established the following Acceptable Use Policy for mobile phones that provides teachers, students, parents and carers' guidelines and instructions for the appropriate use of mobile phones during school hours and on school trips.

**1.3.** 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 or on trips.

**1.4.** The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extracurricular activities both on the school campus and off-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 well.

**2.2.** The Raphael Independent 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 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.

## 3. Responsibility

**3.1.** It is the responsibility of students 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 that 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, damage or costs incurred due to its use on school premises or trips.

**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 in a relevant and appropriate way.

## 4. Acceptable Uses

**4.1.** During school hours the use of mobile phones by pupils is not permitted, and should be switched off and deposited in the school office for the duration of the day. Parents/carers are requested that in cases of emergency they contact the school first so we are aware of any potential issue and may make any necessary arrangements.

**4.2.** 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.

**4.5.** The school 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. In the future teachers may wish to utilise these functions to aid teaching and learning and pupils may have the opportunity to use their mobile phones in the classroom. On these occasions pupils 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

**5.1.** Unless express permission is granted, mobile phones must not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during the school day.

**5.2.** 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. (Refer to the E-Safety and IT Policy.)

**5.3.** It is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate 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 or member of staff without their consent. This also applies to pupils during school excursions, camps and extracurricular activities both on the school campus and off-site. It is a criminal offence to use a mobile phone to menace, harass or offend another person and all calls, text messages and emails can be traced.

**5.6.** Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

**5.7.** Should there be disruption to lessons caused by a mobile phone, the responsible student may face disciplinary actions as sanctioned by the Pastoral Deputy or Head teacher in conjunction with the E-Safety and IT Policy.

**5.8.** It is unacceptable to take a picture of a member of staff without their permission either on premises or on school excursions. In the event that this happens the student will be asked and expected to delete those images, and further action will be taken.

**5.9.** Headphones/earphones should not be used whilst on excursions, and should only be used in a safe environment at the end of the day.

## 6. Theft or damage

**6.1.** Students should mark their mobile phone clearly with their names.

**6.2.** Students who bring a mobile phone to school should leave it in their bag when they arrive.

**6.3.** Mobile phones that are found in the school and whose owner cannot be located should be handed to the front office reception.

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

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

**6.6.** 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.

**6.7.** Lost and stolen mobile phones in the UK can be blocked across all networks making them virtually worthless because they cannot be used.

## 7. Inappropriate conduct

**7.1.** Under exam regulations, mobile phones are banned from all examinations. Students **MUST** 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.

**7.2.** Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.

**7.3.** 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 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.)

**7.4.** 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.

**8. Sanctions** The following sanctions may be used in consultation and conjunction with the E-Safety and IT Policy. The Pastoral Deputy must be consulted when inappropriate conduct requires a mobile phone to be confiscated.

**8.1.** Students who infringe the rules set out in this document could face having their phones confiscated by teachers or face police prosecution. If the phone is being used inappropriately the student must give it to a teacher when requested.

**8.2.** On the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to a secure place within the office of the Pastoral Deputy. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident.

**8.3.** On the second infringement parents/carers may be asked to collect the phone from school.

**8.4.** Any further infringements of the mobile phone code of conduct may result in a ban on bringing a mobile phone to school.

*I / we the undersigned have read and accept the terms of the acceptable use policy contained in this document as laid out by The Raphael Independent School, and agree to abide by those terms in full.*

**Parental Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pupil Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Author/Updated by: Mr K Devlin Date: 8<sup>th</sup> March 2017

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