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| Mobile Phone Policy |
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| **Policy Title**  |
| **Mobile Phone Policy** |
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| Peregrinate Policy Manager | Angela Mollan, Chris Mollan |
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## Policy Statement

The widespread ownership of mobile phones among young people requires that school administrators, teachers, Learners, parents and carers take steps to ensure that mobile phones are used responsibly. 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) can continue to be enjoyed by our Learners. Peregrinate School has established the following Acceptable Use Policy for mobile phones that provides teachers, Learners, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours. Learners, 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. The Acceptable Use Policy for mobile phones also applies to Learners during school excursions, camps and extra-curricular activities both on the school premises and off-site.

## Introduction

The staff of Peregrinate School recognise that many Learners and their families own a mobile phone. We also recognise that some parents/guardians request that their child brings a mobile phone to school for safety and security reasons on the way to and from school. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used appropriately. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school strongly discourages the bringing of mobile phones to school by Learners. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below

## Aims

## To inform all members of our school community about the appropriate use of mobile phones at our school and to outline the procedures and processes of this policy.

## Personal Safety & Security

Peregrinate 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.

## Responsibility

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

• 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 whilst within a school environment.

 • 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, damage or costs incurred due to its use.

 • 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.

## Guidelines Staff:

• Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on duty or when in the presence of Learners.

 • In accordance with the Acceptable Use Policy staff should not use personal devices for photography in school. Only School cameras or devices are to be used.

• Nobody (staff/learners/visitors) are permitted to take any photographic images, video recordings or sound recordings during working hours unless;

A) it is to be made public (website, leaflets or posters) or

B) it is to be sent off to external examiners for evidence towards qualifications.

## Guidelines Learners:

• In general, Learners should not bring valuable items to school, as they can be easily lost or stolen.

• Learners remain responsible for all personal effects whilst at school. When Learners enter the school grounds the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

• There are no reasons why a Learner needs to have in their possession or use a mobile phone during the school day.

• Parents 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 appropriate way.

• Learners are advised that if in exceptional circumstances they bring a mobile phone onto the school grounds during the school day, the phone should be handed in to their Learner Support Manager before registration where it will be safely locked away. The phone can be collected at the end of the day. The phone is stored at the owner’s risk and school will accept no responsibility for replacing lost, stolen or damaged phones.

• If Learners do bring their mobile phone to school, it should be clearly marked with their name.

## Guidelines Parents:

• For safeguarding reasons parents are advised not to use camera phones to take images on the school grounds.

• Parents should not place images of other children taken at school on social media sites without permission from the parents involved.

## Acceptable Use:

• Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during the school day or while on school premises.

• The Bluetooth function of a mobile phone must be switched off whilst on the school site and not be used to send images or files to other mobile phones.

• Using mobile phones to bully and threaten other Learners 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.

• It is forbidden for Learners to “gang up” on another Learner and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that Learner and then send the pictures to other Learners or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any Learner or member of staff without their consent. 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.

• 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 Learners, staff or visitors to the school.

 • Should a Learner be seen with a mobile phone on school premises, the phone will be confiscated and stored in a secure Faraday bag which totally isolates the mobile from remote access, tampering or deletion in part or whole. Parents will be asked to collect the phone during the school day but 24 hours notice will be required.

• It is unacceptable to take a picture of a member of staff without their permission. If this happens the Learner will have the mobile confiscated and at a convenient time be asked and expected to delete those images.

## Theft or Damage:

• Learners should mark their mobile phone clearly with their names.

• Learners who bring a mobile phone to school should hand it into their Learner support manager before morning registration.

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

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

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

## Sanctions:

• Learners who are seen with a mobile phone on school premises will have their phone confiscated by staff. The phone will be securely kept in a Faraday bag to prevent remote access, tampering or deletion in part or whole.

• On the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The Learner will inform their parent / carer. The parent / carer will then make an appointment with the Safeguarding manager to collect the phone when mutually convenient, but 24 hours notice will be required.

• The school has the right to take action if a Learner is involved in incidents of inappropriate behaviour, that are covered in this agreement, when a Learner is out of school and where they involve membership of the school community (examples would be cyber-bullying, use of images or personal information).

## Inappropriate Usage:

Generally, a mobile phone will be used inappropriately if it:

• disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or

• threatens or is likely to threaten the safety or wellbeing of any person; or is in breach of any law.

Inappropriate use of mobile phones will include Learners using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Behaviour Policy.

*It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. Peregrinate School may consider it appropriate to involve the police.*

## Inappropriate Conduct:

• Mobile phones are banned from all examinations. Learners MUST hand phones to invigilators before entering the exam hall. The examination boards have a zero-tolerance policy if Learners are found in possession of mobile phones in the examination hall. The school will notify the examination board if any Learner is found in possession of a mobile phone during an examination.

• Any Learner who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.

• Learners 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. Learners using mobile phones to bully other Learners 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).

• Learners 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

## Inappropriate Content:

Should we suspect that there may be indecent images, videos or media, or bullying, threatening, or inappropriate content the suspected mobile, iPods, tablets and iPads and all similar devices will be confiscated and placed in a secure Faraday Bag to prevent wireless or Bluetooth interference or deletion of the content. We will then supply the bag as evidence to the appropriate authority.

## Related Technology:

This policy also applies to portable computer games, iPods, tablets and iPads and all similar devices.

## Disclaimer:

Learners are not required to have a mobile phone and we support parents who make the decision that this is not necessary by ensuring that Learners are able to use the school landlines to contact parents in an emergency. Parents can, of course, contact school via the landline. This policy does, however, recognise that most of our Learners own a mobile phone. Any Learner who brings a mobile phone into school does so at their own risk and school will not be held responsible for any loss or damage.