



# **YSGOL LLANFYLLIN**

## **Mobile Phones / Electrical Device: Acceptable Usage Policy (Secondary Phase)**

**Uwch Arweinydd/Senior Leader: H Lloyd-Jones**

**Cadeirydd y Llywodraethwyr/Chair of Governors: G Hunter**

Llofnod/Signed: *G Hunter*

Dyddiad/Date: 10<sup>th</sup> November 2021

Dyddiad mabwysiadu/Date adopted: 10<sup>th</sup> November 2021

Dyddiad adolygu/Review date: 10<sup>th</sup> November 2022

## 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) can continue to be enjoyed by our students.

**1.2.** Ysgol Llanfyllin has established the following Acceptable Use Policy for mobile phones that provides teachers, students, parents and carers with guidelines and instructions for the appropriate use of mobile phones during school hours.

**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.

**1.4.** The Acceptable Use Policy for mobile phones also applies to students during school trips, excursions, and extra-curricular activities both on the school site and off-site.

## 2. Rationale

**2.1.** The school accepts and recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used appropriately and considerately.

**2.2.** The school accepts that parents/carers give their children mobile phones to support personal safety and security. 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, for example when journeying to and from school.

## 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/carers to understand the capabilities of the phone and the potential use/mis-use of those capabilities.

**3.3.** 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.**

**3.4.** Students are required if they believe they have lost their mobile phone in school for letting the school know. This may assist with recovery. **However, the school accepts no liability for not securing such a recovery.**

**3.5.** 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. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently. It is important that all communication is made through the school.

#### **4. Acceptable Uses**

**4.1** Mobile phones may only be used at break/ lunch times and before school, as outlined below, or when directly instructed by a teacher for education purposes only. Mobile phones must be switched to silent or off and stored out of sight at all other times.

**4.2** 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 the necessary arrangements.

**4.3** Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school. (see particularly 4.3, 4.4 and 4.5 below).

**4.4** 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 potential 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. Teachers may wish to utilise mobile technology to aid teaching and learning and students may have the opportunity to use their mobile phones in the classroom. On these occasions students 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.

**4.6** Students should not wear headphones and use the music/video functions whilst walking inside the buildings, and commuting around and between the sites. This is for the safety and courtesy of all. At break times and lunchtimes, it is acceptable to quietly and discretely listen to music/video whilst outside of the main indoor communal areas.

**4.7** In the event of illness, students should refrain from using phones/devices to contact parents directly to make personal collection arrangements without the prior knowledge of first aid, registration or pastoral staff.

## **5. Unacceptable Uses**

**5.1** Unless express permission is granted, mobile phones should not be used to make calls, send messages, access the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.

**5.2** Mobile phones must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off or on silent during lesson times.

**5.3** Mobile phones are not to be used or seen in 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.

**5.4** No member of staff, student or other person should be photographed, filmed and/or audio recorded without their consent. In the event that this happens the student will be asked and expected to delete those images and the relevant sanction imposed.

**5.5** Using mobile phones to bully and threaten others is unacceptable. Cyber bullying will not be tolerated. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given. In some cases, it can constitute a criminal offence.

**5.6** It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, messages and emails can be traced.

**5.7** Should there be more than one disruptive, or a serious first time, infringement caused by a mobile phone, the student may face disciplinary actions as sanctioned by the Progress Managers or others. This may potentially include a mobile phone ban in school.

## **6. Theft or damage**

**6.1** Students who bring a mobile phone to school should leave it in their bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.

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

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

**6.4** 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 should not be shared.

**6.5** Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used. It is the parents/ carers responsibility to complete such a process.

## **7. Inappropriate conduct**

**7.1.** Mobile phones are banned from all examinations as determined by the examination boards. Any breach of this regulation could result in all examination papers being disqualified in addition to the specific paper sat when such a breach happened.

**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 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. Students are reminded that to stir up hatred on the grounds of any of the protected characteristics is an offence.

**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.

## **8. Sanctions**

**8.1.** Students who infringe the rules set out in this policy document could face having their phones confiscated by teachers. If the phone is being used inappropriately the student must give it to a teacher if requested. If a pupil refuses to give their phone to a teacher a detention must be issued. A record will be kept of such infringements.

**8.2.** On the **first** infringement of this policy the mobile phone would be confiscated by the teacher and taken to a secure place, (Reception, Progress Managers Office). 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 will 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.

**8.5.** In **exceptional serious** circumstances the Head teacher or senior member of staff may confiscate, retain and hand over a mobile phone to the police or appropriate external agency. In such cases the school will contact parents at the earliest opportunity but not at the delay of such a process.

DRAFT