



**YSGOL  
LLANFYLLIN**

# **Mobile Phones / Devices Acceptable Usage Policy (Secondary Phase)**

Senior Leader: -	Mrs Jenna Graham
Chair of Governors: -	Mr Graeme Hunter

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## **Mobile Phone and Device Acceptable Use Policy (Students)**

For the purpose of this policy, device is defined as; IPADs, Tablets, Laptops and other portable I.T. devices.

### **1. Purpose**

1.1 The widespread ownership of mobile phones and devices among young people requires school administrators, teachers, students, parents and carers to take steps to ensure that they are used responsibly at school.

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

1.3 Student and their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones and devices to school.

### **2. Rationale**

2.1 Our rural setting and wide travel requirements for students and parents/carers presents challenges when it comes to communications. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used responsibly.

2.2 Our School accepts that parents/carers give their children mobile phones and devices 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 many 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 and devices to school to abide by the guidelines outlined in this document.

3.2 The decision to provide a mobile phone or device to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone or device and the potential use/mis-use of those capabilities.

3.3 Parents/carers should be aware if their child takes a mobile phone or device 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 where a student or parent/carer makes the decision to bring a mobile phone to school.

3.4 Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact. Where a parent/carer needs a message passed on to their child, or to speak to their child, school staff can ensure they are reached quickly and assisted in any relevant

way. If a child needs to contact their parent or carer in school hours, they too would be expected to do so via the school office.

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

4.1 Use of mobile phones by all students in Ysgol Llanfyllin is set out below:

##### **Years 7 to 11**

- ✓ Mobile phones and devices should be switched off and put away in bags during all lessons.
- ✓ Mobile phones and devices should be switched off and put away in bags whilst moving between lessons and at break and lunchtime.
- ✓ Headphones / ear buds are not to be used or visible in corridors during lessons, between lessons or at any point in the school day.
- ✓ A member of staff may authorise use of mobile phones during school trips, fixtures and events. If they do so, this instruction will be clear and explicit.
- ✓ A member of staff may authorise use of mobile phones in the event of an emergency. If they do so, this instruction will be clear and explicit.

##### **Years 12 and 13**

- ✓ Mobile phones and devices should be switched off and put away in bags during all lessons.
- ✓ Mobile phones and devices should be switched off and put away in bags whilst moving between lessons (e.g. corridors)
- ✓ Mobile phones are permitted to be used in the following designated areas: Staff/Sixth Form Work Room, the Sixth Form communal area and the Sixth Form study space
- ✓ No headphones / ear buds are to be used during lessons and they must not be visible when circulating through school (e.g. on corridors)
- ✓ Headphones/ear buds may be used in the designated areas prescribed above.

There may be exceptional circumstances or cases whereby a student requires access to a mobile phone or other device. This may include significant and evidenced medical or wellbeing needs that place a student at risk.

Any such request will be considered on an individual basis and must be referred by parents/carers or the relevant Progress Leader to the Headteacher.

In the case of any emergency, it is still requested that parents/carers contact the school first so that are aware of any potential issue and can support students promptly.

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 to safeguard them from inappropriate or unpleasant contact.

4.3 The school recognises the importance of emerging technologies and digital competency in the modern world. Students will continue to develop their digital skills through the devices scheme which is established in Years 7-11, and through school or personal working devices in Years 12-13. These devices are managed through education-based software, filters and monitoring.

## **5. Unacceptable Uses**

5.1 Unless express permission is granted in an exceptional circumstance, mobile phones and connected devices should be turned off and not used to make or receive calls, send or receive text messages, send or receive emails, browse the internet, take photos/videos or use any other application during school lessons and other educational activities, such as assemblies.

5.2 The Bluetooth function of a mobile phone or device must be switched off at all times and must not be used to send images or files to other mobile phones and devices without express permission from a staff member.

5.3 Mobile phones and devices must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off and stored in bags.

5.4 Using mobile phones and devices to mistreat, 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. More information is available in the Social Media Policy and Anti-Bullying Policy.

5.5 A member of the Leadership Team or Wellbeing Team may search through the phone in an appropriate case where the learner is reasonably suspected of involvement in a cyberbullying incident of a fellow student or a member of staff.

5.6 Mobile phones and devices are not to be used to photograph or film any student, visitor or member of staff without their consent, at any time. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages, application posts and emails can be traced.

5.7 Mobile phones and devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school.

5.8 In line with the school's Health and Safety Policy, the charging of mobile phones or devices will not be permitted on the school site.

## **6. Theft or damage**

6.1 Students are responsible for keeping their mobile phones and devices safe during the school day if the decision is made for them to be brought to school. They may choose to use a locker or keep it in their bag.

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

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

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

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

6.6 The school accepts no responsibility for students whose mobile phones or devices are lost, stolen or damaged during school trips and events outside school hours.

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

6.8 If students choose to bring their mobile phone or other devices to school, it is recommended that they are registered to a relevant application that helps them to locate the mobile phone or device in the event of it being lost or stolen.

## **7. Inappropriate conduct**

7.1 Mobile phones and devices are banned from all examinations. Students are expected to hand phones or devices to invigilators before entering the exam hall and the phones or devices should be switched off. Any student found in possession of a mobile phone or device during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified and such decisions are taken by the examination board.

7.2. Students with mobile phones and devices 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 and devices to bully other students will face disciplinary action. [It should be noted that it is a criminal offence to use a mobile phone or device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police – Malicious Communications Act, 1988.]

7.3 Students must ensure that files stored on their phones or devices 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**

If any student is to breach the conditions set out in this policy, the following sanctions would apply:

### **Years 7 – 11**

8.1 If a student infringes the conditions set in this policy, any member of school staff or cover staff will confiscate the relevant mobile phone or device. The student must give the mobile phone/device to the staff member. Any refusal will lead to escalated sanctions.

8.2. The member of staff will take the mobile phone/device to designated staff in school who lead on the safe and secure storage of the mobile phone/device. The member of staff who has confiscated the mobile phone/device may also set an appropriate internal sanction for the use of the mobile phone/device. Depending on the nature of the use, the member of staff may be required to refer the concern to relevant staff in the Wellbeing Team and/or Leadership Team.

8.3. On the first and second infringement, the student will be able to collect their phone from the designated base at the end of the school day (3:10pm) only. Students must not attempt to request the phone earlier.

8.4. On the third infringement, the student will not be permitted to collect their phone from the designated area/staff at the end of the day. Parents/carers only will be able to collect the mobile phone/device and will be required to speak to a member of the Wellbeing Team or Leadership Team.

8.5. If a parent / carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the mobile phone / device, although they must speak to a member of the Wellbeing or Leadership Team before the mobile phone / device is returned. This is to ensure that appropriate boundaries can be set. The incident will still be recorded.

8.6. Each infringement will be recorded and tracked. Progress Leaders and/or the Leadership Team may escalate sanctions for repeated infringements and may request formal meetings with parents/carers to ensure that the conditions set out in this policy are adhered to.

8.7 Any further infringements of the Mobile Phone / Device Code of Conduct may result in a ban on the student bringing a mobile phone / device to school or more serious sanctions in line with the school discipline code.

8.8 All infringements are cumulative; however, there may be exceptional circumstances as decided by the Wellbeing or Leadership Team.

8.9 As set out in the previous section, failure to follow the rules set out in this document may result in an alleged incident – of a serious nature - being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

