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Date ratified by Leadership Team:

11/11/2020

Signed:

Mary Hare School Mobile Phone and Portable Electronic Communication Device policy

Introduction and Aims

1. Mary Hare School recognises that mobile phones and other communication devices are now an important aspect of everyone's life and have considerable value, particularly in relation to individual safety and in creating easy communication for deaf people. The School therefore permits students to bring mobile phones to the School but places some limitations on their use.
2. The School aims to educate students in the responsible use of technology, including mobile telephones.
3. All points in the policy apply to phones, Ipods, MP3, MP4 players, kindles, smart watches, portable games consoles and any other device capable of sending and receiving communications.
4. Our policy aims to:
 - Promote, and set an example for, safe and responsible phone use
 - Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
 - Support the school's other policies, especially those related to child protection and behaviour

Use of mobile phones by staff

5. Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, on personal devices whilst in the presence of children. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).
6. There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:
 - Remote activity or satellite working to maintain contact through use of call and text only in case of emergency.
 - For emergency contact by their child, or their child's school
 - In the case of acutely ill dependents or family members
7. If special arrangements are not deemed necessary, school staff can use the school office number 01635 244200 as a point of emergency contact.

8. As detailed in the Staff Code of Conduct, staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.
9. Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.
10. Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Use of mobile phones by parents, volunteers and visitors

11. Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.
12. This means:
 - Not taking pictures or recordings of pupils, unless it's a public event (such as a school performance), or of their own child
 - For the purposes of safeguarding children and young people do not share or post images of children, other than your own child, on social media. Breaches of this request could result in restrictions of photographing school events.
 - Not using phones in lessons, or when working with pupils
13. Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.
14. Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day (8.30am-4pm).

Use of mobile phones by Pupils

15. Pupils bringing devices into school are required to sign the Acceptable Use Agreement (appendix 1).
16. Pupils should only have one mobile phone in school and provide the number to Care Staff. We would encourage pupils and parents to carefully consider the need for any further technology and limit it to only items considered necessary.
17. At the Primary school we would strongly discourage any pupil from having access to their own device with the exception of those pupils with lengthy journey times. The Primary Care team will provide access to phones or tablets for Facetime/WhatsApp video calls
18. Each boarding house has clear rules about the handing in of phones at bedtime and returning them after school the following day. Pupils wishing to

use their mobile phones in the morning before school may do so, but they must be returned before leaving for school. Year 11 do not have to hand in their phones but must be responsible for leaving them securely in the house and not taking them into School. Sixth Formers may keep phones with them during the school day but they must not be used in lessons unless instructed to do so by the teacher as part of the learning activity.

19. Pupils should not have applications on their devices that are not age appropriate for example, Snapchat, Instagram, Facebook and Twitter all have minimum ages of 13. Any underage pupil observed to access social media will be restricted from accessing their device until the app/account is closed.
20. Pupils must not use devices to photograph or record staff, visitors or other pupils without prior consent. Consent must also be given before any images or recording are shared or uploaded on social media or other platforms.
21. Pupils must ensure that files stored on their phones do not contain violent, degrading or pornographic images. The transmission of some information is a criminal offence. Pupils found to be responsible for this will have their phone confiscated; it will be returned to their parent / carer or passed to the Police.
22. Cyber bullying is completely unacceptable. If necessary, proportionate systems will be put in place to monitor the use of electronic communications in order to detect abuse, bullying or unsafe practice by pupils. Pupils found to be responsible for this will be sanctioned appropriately and this could lead to their phone being confiscated; it will be returned to their parent / carer or passed to the Police.
23. Pupils will be permitted to access the school network through Wi-Fi and this is a secure and filtered system. Pupils will have to register their device and accept the terms and conditions of the school Wi-Fi access. Extreme content linked to violence, pornography and age restricted content will be restricted. However, the system is not without potential to be manipulated and therefore parents are also requested to ensure suitable parental controls are set up on devices.
24. Pupils choosing to access the internet through their telephone service provider will potentially have unrestricted access. We would encourage parents to set parental controls on relevant devices to restrict access to inappropriate material and prevent excessive data charges.

Confiscation and Restriction of Access to Devices

25. The school takes an approach of educating pupils in responsible use of devices through House meetings, school assemblies and curriculum content.
26. Whilst we do not seek to control access through banning and restricted devices the school reserves the right to withdraw the use of the mobile telephone from pupils when they have misused them. Mobiles will not be

withheld for any other reason. No pupil will be refused access to their family and a school phone will be made available for this purpose.

27. Staff will not normally look at the contents of a pupil's mobile phone or other devices, but there may be occasions when this is necessary to safeguard children. There should not be anything on a phone which a pupil does not wish an adult in the school to see.

Loss, theft or damage

28. Whilst the Governors give permission for phones to be brought to the school, responsibility for the phone rests with the pupil (including when taken on off-site activities) and the school will take no financial responsibility for loss, theft or damage. The only acceptance to this is where a phone is being kept securely by the school.
29. Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

Appendix 1:

Mobile Phone and Electronic Device Acceptable Use Agreement for Pupils

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's passwords or access codes with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Do not post any picture or text with the intent of causing harm or humiliation to another person.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. You must comply with a request by a member of staff to switch off, or hand in, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Mobile phones and electronic devices (including Smart watches) are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to turn it off and hand it in to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Mary Hare School
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Parent / Pupil Agreement

Pupil Name: _____

Residential Boarder in: Howard Manor Mansell
 Murray 6th Form

Day Pupil:

By signing this agreement, I confirm that I have read the Mobile Phone and Portable Electronic Communication Device Policy and agree that my child will obey the School rules listed in Appendix 1

Parent Signature: _____

Print Name: _____

Date: _____

Pupil Signature: _____