



# **Lincoln Christ's Hospital School**

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

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## **1. Purpose**

**1.1.** The widespread ownership of mobile phones among young people requires that academy administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly and do not impact on learning. 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.** Lincoln Christ's Hospital 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.

**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 on to the School premises.

## **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 appropriately and not detract from the core focus of learning.

### **2.2. Personal safety and security**

Our 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.

## **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 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.** Parents/carers are reminded that in cases of emergency they must contact the school first so we are aware of any potential issue and can make the necessary arrangements. In cases of emergency, the school reception 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.

**3.5.** 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. Acceptable Uses**

**4.1.** Mobile phones are not to be seen on the school premises between 8.30am-3pm or used in school during lesson time to support learning. No teacher or subject will allow the students to use a mobile phone during this period.

**4.2** Sixth Form students only are allowed to use their mobile phone in the Sixth Form area during break and lunch only. If they are seen using their mobile phone at any other time or any other part of the school then this acceptable use policy will apply.

#### **5. Unacceptable Uses**

**5.1.** Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school. They should be switched off and placed in the inside pocket of their blazer or in their school bag during the school day i.e classroom lessons, while moving between lessons, at break and lunch and at any time a student is on the school site. Mobile phones should not be visible or audible, either intentionally or accidentally, at any time.

**5.2.** Mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos, used as a music device or use any other application during school lessons, the school day and other educational activities on or off school premises.

**5.3.** 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.

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

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

**5.6.** Should there be more than one disruption to lessons caused by a mobile phone, the responsible student may face disciplinary actions as sanctioned by the Progress Leader/Pastoral Manager. This may include a mobile phone ban in school.

## **6. Theft or damage**

**6.1.** Students who bring a mobile phone to school should ensure it is kept out of sight 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 student reception.

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

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

**6.5.** 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.

## **7. Inappropriate conduct**

**7.1.** Mobile phones are banned from all examinations. 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.

## **8. Sanctions**

**8.1.** Students who infringe the rules set out in this document will face having their phones confiscated by teachers. If the phone is being used inappropriately the student must give it to a teacher if requested. Failure to do so would mean time in removal room until this is handed over.

**8.2.** On the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to either the year office or student reception. The student will be able to collect the mobile phone at the end of the school day from their respective year office and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident.

**8.3.** On the second infringement the mobile phone would be confiscated by the teacher and taken to either the year office or student reception. Parents will be notified and the pupil will not be

permitted to collect the phone. It will be the responsibility of the parent to pick up the mobile phone.

8.4. On the third infringement the mobile phone would be confiscated and taken to either the year office or student reception and a total ban would be imposed. It will be the responsibility of the parent to pick up the mobile phone. Parents will be notified that any further incidents would result in further sanctions being imposed.

8.5. On the fourth infringement the student would be served with an removal room. Parents will be informed that further incidents could result in a fixed term exclusion.

8.6 On the fifth and any subsequent infringements the student would be served with a fixed term exclusion.

As set out in the previous section, failure to heed 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.

I understand that the school will not accept any responsibility for loss, damage or theft of a mobile phone.

This Policy is linked with:

Conduct for Learning Policy

Safeguarding Policy