

## St Laurence School- Mobile Phone Acceptable Use Policy

### **Rationale**

After discussion with the House Leadership Team and the School Council we decided we would allow mobile phones into school under certain conditions. School Council representatives have worked with the Senior Leadership Team to draw up rules and sanctions to ensure safe and sensible use that did not interrupt lessons and ensured safety.

It is acknowledged that providing a child with a mobile phone gives parents reassurance, however our recommendation is still that expensive equipment is not brought into school. **Where these devices are brought into school responsibility for them rests with the pupil and the school can not accept any financial responsibility for damage, loss or theft**

### **This Acceptable Use Policy is intended to ensure:**

That students will be responsible users and stay safe while using their mobile devices

That students will be protected from bullying and inappropriate contacts

That the student's learning is not impaired by interruptions from mobile devices

### **Students who bring a mobile device onto the school site agree to the following:**

I understand that The Acceptable Use Policy for mobile phones also applies to students during school excursions and extra-curricular activities.

I understand that mobile phones/devices must be turned off and out of sight before entering any classroom for a lesson, detention or any other formal activity.

I understand devices are not to be used for listening to music during lessons. Listening to music during break and lunch is acceptable but should always be with headphones so as not to disturb others.

I know that I must not use my mobile phones/devices to record videos, sound or pictures in the school setting unless authorised by a member of staff or on the way to and from school.

I understand that I must not display any pictures or videos on any social networking site which have been taken in school or on school excursions.

I understand that inappropriate images or sounds of any sort must not be brought in to school.

I understand the school reserves the right to search devices where misuse in school is suspected (in line with the current right to search legislation)

I understand that my mobile phones or devices must always be handed to staff on request. Refusal to do so will result in a serious sanction.

I understand that head phones must not be worn during or whilst moving between lessons, for reasons of safety and courtesy.

I understand that WAP enabled phones or devices may be used to access the school network via the wireless access points and that this usage is monitored.

I understand that a mobile phone must not be used to phone parents/guardians to ask to be picked up because of illness or to report incidents. Students must go to reception and a member of school staff will make contact with home as required.

I understand that if I am in isolation my phone will be taken at the start of the day and returned at the end of the day.

I understand that mobile phones/devices must not be used for bullying or making untrue/inappropriate comments about others.

I understand that mobile phones cannot, under any circumstances, be taken into examination rooms or during controlled assessments. Breaching this rule will lead to invalidation of that examination and potentially other examinations.

I understand that I should protect my phone numbers by only giving them to 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.

I understand that I should mark my mobile device clearly with my name and note the IMEI number

I understand that It is strongly advised that I use a password/pin numbers to ensure that unauthorised phone calls cannot be made on my phones (eg by other students, or if stolen) and that I must keep these password/pin numbers confidential.

I understand that if a mobile phone/device is mis-used it will be confiscated. I accept that once confiscated I cannot collect it until after 4.15pm that day (confiscated phones may be collected from reception between 4.15pm and 4.30pm or any time the next working day). The battery and SIM card must remain in the phone and the phone switched off. For a repeated offence the phone can only be collected by a parent following a meeting with the Head of House.