

# ASHTON COMMUNITY SCIENCE COLLEGE

## School Policy for mobile phone and digital devices

### **Mobile Phones and digital devices**

The school recognises that mobile phones and mobile digital devices such as tablet computers are now an important aspect of everyday life and have considerable value, particularly in relation to individual safety. The school therefore permits students to bring mobile handsets and devices into the school but reserves the right to place limitations and restrictions on their use.

The school aims to educate students in the responsible use of technology and how to use technology as a tool for learning.

### **Responsible use of mobile phones**

Students must use phones and all digital equipment responsibly at all times and in accordance with the school policy (digital equipment includes tablet computers such as iPads, MP3 players and other digital devices).

1. Students must ensure that files stored on any mobile device in their possession do not contain violent, degrading or pornographic images. The transmission of some information is a criminal offence. Students found to be responsible for this will have their phone confiscated. It will be returned to their parent / carer, or passed to the Police
2. Cyber-bullying as defined by current legislation is completely unacceptable and is a form of harassment; a criminal offence. Students found to be responsible for this will have their phone confiscated; it will be returned to their parent / carer, or passed to the Police.
3. The school is a work place; phones must be switched off and kept in bags during and between lessons unless permission is given by the class teacher for the purposes of learning as described in point 2 below.

**Note:** All points in this policy apply to all mobile digital devices (mobile phones, tablets and variants of MP3 players)

### **Rules**

1. Whilst the Governors give permission for phones and digital devices to be brought to the school, responsibility for the phone rests with the student: The school will take no liability for loss or damage caused to these items whilst in the possession of students on the school premises.

2. Students must not use phones or digital devices while on the school premises for any purpose except during official morning break and lunch time. At break and lunchtime, students may only use mobile phones either outside or in the confines of the dining room. It is never acceptable to use mobile phones on the corridor. All digital devices must not be visible **during or between lessons**; they must be switched off and stored in the student's bag, pocket or locker.
3. The exception to point 2 is that in certain lessons a teacher may give permission to use their mobile phones or tablet device to help enhance the lesson or to fulfil a learning objective to improve the knowledge of how a mobile device can be used as a learning tool.
4. Headphones connected to mobile phones and/or digital technology are sometimes beneficial when accessing particular features of the device and so may be worn for that purpose. However, students must not wear headphones at any other time. It is not acceptable for students to continue to wear headphones when the use of their device is prohibited; they must be removed and stored out of sight.
5. Students must not use phones or other mobile devices to broadcast music.
6. If phones and other digital equipment are used at incorrect times, students will be challenged; these items will be confiscated and handed into the attendance office. Items will be labelled with the student's name / form, kept in a secure location and details of the confiscation will be recorded on the school behaviour system as 'inappropriate use of ICT'. The item will be returned at the end of the day. Parents will be notified of the confiscation. If students offend persistently the list of sanctions given below will be followed.
  - On the second occasion, a student will receive their mobile phone back at 3pm but parents/carers will be contacted by their Progress Leader.
  - On the third occasion, a student will not receive their mobile phone back until a parent/carer comes into school to collect their phone.
6. If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter. In an emergency parents / carers should phone Reception and a message will be taken to the student. **Phone calls and other media communication, such as Facebook messaging, to students should not be made during the day.**

7. Mobile phones cannot be in the possession of anyone in an examination room. Breach of this rule will lead to invalidation of that examination and potentially other examinations.
8. Students need to acknowledge that it is a privilege to be permitted to bring mobile phones to school and abuse of this policy may lead to a curtailment of this privilege.
9. In connecting to the school's wireless network students agree to the schools ICT usage policy and will not attempt to bypass the filtering systems or download / upload illegal, inappropriate or excessive content.

We hope that, by allowing students to bring mobile phones and/or digital devices into school under the terms and conditions set out above, this will increase student safety, especially when travelling to and from school. We expect all students to demonstrate a mature and responsible attitude in relation to their use of such equipment and to follow the school policy guidelines at all times.

The implementation of this policy will continue to be monitored throughout the year and the policy will be reviewed and amended accordingly.