

**Congleton Multi Academy Trust
Congleton High School
Mobile Phone/ Personal Music Player
Acceptable Use Policy
2019-2020**



Achieving Success Together

Mobile phone technology has advanced significantly in recent years and is likely to continue to do so. Mobile phones are no longer just a means of communicating, but perform a variety of useful functions, many of which are usually found on a personal computer.

However, this technology can also be used for acts of bullying and intimidation. It is therefore, essential that there is a clear, Acceptable Use Policy that students, parents and staff understand and can adhere to, so that mobile technology does not detract from teaching and learning and allows everyone to work and learn in safety.

Acceptable Use Policy

Mobile phones/Personal Music Players/Smart Watches can be brought to school but, as with all other valuables, this is at the students' own risk. School cannot be held responsible for the loss, theft or damage of such items.

- All devices must be turned to 'silent' as soon as the student enters the building. Failure to do so will result in the equipment being confiscated.
- Mobile phones* can only be used during social times (break and lunchtime; before and after school) and only in the Hall or outside the building.
- Mobile phones* must not be used on the corridor or between lessons.
- Mobile phones* may very occasionally be used in lessons, under the direction of the teacher, but not to listen to music.
- Mobile phones* must not be used to take photographs/video clips of any student or member of staff unless under the direction of the teacher.

Any mobile phone* seen or in use at any time other than as stated above will be confiscated, put in an envelope, with the student's name on, and taken to Student Reception for collection at the end of the day. A second offence will result in the phone being kept until parents collect it and any further offences will require the student and their parent/carer to have a meeting with a senior member of staff.

If a student is out of lessons during the school day as a result of their behaviour or during the investigation of a serious incident, they will have their phone confiscated for that period.

If a student is ill, the school will contact home, **not the student**. For any other emergency, a student should go to student reception where a member of staff will contact home or the student will be allowed to use their mobile phone under supervision.

If a parent needs to contact their child in an emergency this should be done via the school telephone system.

Sixth Form Students

Sixth Form Students are expected to act as positive role models for younger students at all times and, as such, they are required to comply with all aspects of this policy, with only the following exceptions:

- Sixth Form students may use their phones/ listen to music quietly in the Sixth Form Centre when not in lessons.

- Sixth Form students may use their mobile phones* in lessons as deemed appropriate by their teacher.
- Failure to comply with this policy will be addressed via the Sixth Form Disciplinary Procedure.

***The term Mobile Phone also includes Personal Music Players and Smart Watches for the purpose of this policy.**

Approved at Education & Welfare Committee: 17th October 2019

Review Date: Autumn Term 2020