

**Mobile Phone
and
Mobile Device POLICY**

Ramsden Hall Academy

Last Review Date	November 2024	Review Period	Annually
Next Review Date	September 2025	Owner	Antony Clements

The widespread ownership of mobile phones among young people requires that the academy, parents and carers take steps to ensure that they are used responsibly at school.

Therefore, this policy has been designed to ensure that potential issues involving the acceptable use of mobile phones and electrical devices and the term mobile phone will include all electronic devices for the remainder of this document can be clearly identified and addressed, ensuring the benefits that such phones provide (e.g. increased safety) can continue to be enjoyed by our students. This policy will provide teachers, students, parents and carers, guidelines and instructions for the appropriate and acceptable use of mobile phones.

Students and their parents or carers must read and understand the policy as a condition upon which permission is given to bring mobile phones to school.

The Policy for mobile phones also applies to students during school trips, fixtures, residential, plus evenings and nights extended day activities.

1. Rationale

We recognise that mobiles are now an accepted part of everyday life and we need to embrace it as a form of communication but also recognise that it is vital to safeguard children too. Phones have been a useful tool in a culture of recording and reflecting on achievements and successes (recording images of a trip or a piece of successful work).

2. Responsibility

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents or carers. It is the responsibility of parents/carers to understand the capabilities of the phone and the potential use/misuse of those capabilities and must ensure the appropriate controls are in place to protect their sons.

Parents/carers should be aware that if their child takes a mobile phone to school, it is not covered by academy insurance. The academy cannot accept responsibility for any loss, damage or costs incurred due to its use. The academy will continue to provide a safe storage for students who wish to deposit their mobiles in the office for safe keeping for the duration of the day.

Students are responsible for keeping the academy informed of their current mobile phone including number to aid return if lost at school/residential.

Parents/carers are reminded that in cases of emergency, the academy office remains the point of contact and staff will ensure that your child is reached quickly and assisted in any relevant way.

3. Acceptable Uses

Mobile phones must be switched off and kept out of sight during lessons and while moving between lessons. Reminding a student to put a phone away in lesson times reduces the learning time.

Students may check their phones outside during 'free time' (in residential free time will be at the staff discretion). Mobile phones must be kept on silent at all times. Students may use their phones for entertainment when on long journeys in school transport at the discretion of the staff.

Mobile phones must be kept on silent at all times.

Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the academy.

Students will be given three warnings about how their use is unacceptable before the incident will be logged on our behaviour tracking system and this will lead to a consequence as outlined in the policy.

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. Students should remember to use the resources at www.thinkyounow.co.uk to keep themselves safe when communicating digitally.

The academy recognises the importance of emerging technologies present in modern mobile phones e.g., camera and video recording, internet access, MP3 and MP4 playback, blogging etc. Teachers may, on occasion wish to utilise these functions to aid teaching and learning and students and teachers may have the opportunity to use their mobile phones in the classroom. On these occasions students may use their mobile phones in the classroom when express permission has been given by the teacher. The use of personal mobile phones in one lesson for a specific purpose does not mean usage is then acceptable in all other lessons.

The residential building has no or very limited mobile phone coverage, however may have internet access from some providers. Families that choose to allow, and give data to their sons are fully and wholly responsible for ensuring that appropriate parental controls are in place, Therefore, staff will not routinely remove mobile phones as this can give security and comfort when away from home. Should family decide they do not wish for their son to use a mobile or internet they should either not give them one or restrict the use using parental controls.

4. Unacceptable Uses

Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, access the internet, take photos, videos or use any other application during school lessons **(this includes all social media platforms which includes Tik Tok, Facebook, Snapchat, Instagram or YouTube).**

Mobile phones must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during lesson times.

Students will be given three warnings about unacceptable use before the incident will be logged on sleuth and this will lead to a consequence.

Using mobile phones to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated and it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given. **(See Serious violation)**

It is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to degrade 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.

(See Serious violation)

The use of devices to record people (Sound/Video/Still images) without their knowledge is both illegal under The Data Protection Act and unacceptable within school.

(See Serious violation)

5. Theft or damage

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

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. Where possible students should use technology such as 'find my iPhone' for added security.

Mobile phones that are found in the school and whose owner cannot be located should be handed to front office reception.

6. Inappropriate conduct

Mobile phones are prohibited from examination rooms. Students are expected to hand phones to invigilators before entering the exam. 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. See exam guidance www.jcq.org.uk.

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.]***

Students must ensure that files stored on their phones do not contain violent, degrading, racist, extremist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence. Students who are concerned about an image should speak to staff or report to CEOP via report form on our website. It is advised that parents and carers should continue to reinforce the importance about being selective with regards to the 'age appropriateness' of content accessed from digital media.

9. Consequences/Confiscation

Students who are failing to follow the Mobile Phone and Mobile Device guidelines will initially face having their phone confiscated and students may be asked to clear any inappropriate data from the device in front of a suitably qualified and experienced member of staff. This will be returned at the end of the school day or if in the residential at the end of the next school day. Should the student continue to ignore the guidelines their phone/mobile device will be confiscated until the end of the school day and the student will then face a mobile device ban or more serious consequences.

Any concerns regarding inappropriate usage could be referred to the police or other appropriate authorities.

Consequences/Confiscation

Serious Violations:

- Any concerns regarding inappropriate usage may be referred to the police or other appropriate authorities. (This will also lead to a school career ban for the student bringing their phone to school)

1. Initial Violation:

- Students who fail to follow the Mobile Phone and Mobile Device guidelines set out in this policy will, after three verbal warnings, have their phone or mobile device confiscated.
- They may be asked to clear any inappropriate data from the device in the presence of a suitably qualified and experienced member of staff.
- The phone will be returned at the end of the school day or, if in residential, at the end of the next school day.

2. First Offence:

- If a student does not put away their phone when asked or fails to hand it to staff for checking, a one-day ban on bringing the phone to school will be implemented.

3. Second Offence:

- Non-compliance will result in a one-week ban on bringing the phone to school (this could be bringing the phone to school whilst the on a ban).

4. Third Offence:

- Continued violations will lead to a half-term ban on bringing the phone to school.

5. Final Step:

- For persistent non-compliance, the student will be required to keep their phone at home for the remainder of the academic year.

Parental Involvement:

- Parents/carers will be informed of any incidents and the resulting consequences, ensuring they are aware and involved in addressing the issue.

Mobile Phone: Parent/Carers Permission

I have read and understand the above information about appropriate use of mobile phones and mobile devices at Ramsden Hall Academy , and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to identify a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone or mobile device to school and understand that my child will be responsible for ensuring that the mobile phone or mobile device is used appropriately and correctly while under the school's supervision, as outlined in this document.

I will support the school and agree to keep the phone at home for the period of the sanction.

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

Parent/Carer name:	Signature of Parent/Carer:
Name of Student:	Signature of Student:
<p>Mobile phone or mobile device details:</p> <ol style="list-style-type: none">1. Make and model number.....2. Mobile phone number.....3. Colour/description of phone (a photo would be the best way to identify individuals' phones) <p>This information may be used to help return lost property</p>	