


<b>Mobile Phones: Statement of local condition</b>	 <b>Southwold School</b>
<b>Policies and Procedures</b>	

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<b>Owned by:</b>	Local Board of Governors	<b>Date of next review:</b>	November 2024
<b>Status:</b>	Recommended	<b>Review frequency:</b>	Three Years

## Approvals

Area/Title	Name	Signature	Date
Chair of Governors	Darren Townsend	_____ / __ / __	
Principal	Helen Wollington	_____ / __ / __	

## 1. Purpose

**1.1.** This statement 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 pupils.

**1.2.** The section should be considered alongside the school's Bring Your Own Device (BYOD) policy, and the overall Acceptable Use Policy (AUP), that provides teachers, pupils, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours. Local schools have the right to adapt and amend this policy to fit with their own individual ethos, but must not compromise their duty of care towards pupils, as outlined in *Keeping Children Safe in Education 5 September 2016*.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/526153/Keeping\\_children\\_safe\\_in\\_education\\_guidance\\_from\\_5\\_September\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf)

**1.3.** The AUP for mobile phones also applies to pupils during school excursions, camps and extra-curricular activities both on the school site and off-site.

## 2. Rationale

### 2.1. 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 pupils who bring mobile phones to school to abide by the guidelines outlined in this document **with the support of** their parents/carers.

**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.** Pupils are responsible for keeping the school informed of their current mobile phone to aid return if lost on the school site.

**3.5.** Parents/carers are reminded that in cases of emergency, the school office 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.

#### **4. Acceptable Use**

**4.1.** In Primary settings, mobile phones are to be surrendered at the start of the school day, to the school office or other secure location. Exceptions may be permitted only in exceptional circumstances if the parent/carer specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the Principal of the school. Parents/carers are requested that in cases of emergency they contact the school first so that they are aware of any potential issue and may make the necessary arrangements.

**4.2.** Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school (see below),

**4.3.** Pupils 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.

**4.4.** The school 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. In the future teachers may wish to utilise these functions to aid teaching and learning and pupils may have the opportunity to use their mobile phones in the classroom. On these occasions pupils 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 blanket usage is then acceptable.

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

**5.1.** Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.

**5.2.** The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones. Additionally, the Wi-Fi connection of the phone should be switched off when on site, to prevent geo location.

**5.4.** Using mobile phones to bully and threaten other pupils is unacceptable either in and out of school, and the school recognises that it has a duty to deal with incidents relating to pupils beyond the school premises. 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.

**5.5.** It is forbidden for pupils 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 pupils 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.

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

**5.8.** It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the pupil will be asked and expected to delete those images.

## **6. Theft or damage**

**6.1.** It is strongly advised that pupils mark their mobile phone clearly with their names. When handing their phone into the school office, the phone should be kept in a separate plastic wallet with details of the make and model.

**6.2.** Pupils who bring a mobile phone to school must hand the device into a secure location such as the school office. To reduce the risk of theft during school hours, pupils who carry mobile phones are advised to keep them well concealed and not ‘advertise’ they have them.

**6.3.** Mobile phones that are found in the school and whose owner cannot be located must be handed to front office reception. Mobile phones not reclaimed after a period of 14 days will be handed to the Police.

**6.4.** The school will not accept responsibility for replacing lost, stolen or damaged mobile phones. Mobile phones handed in to school are done so at the owner’s risk.

**6.5.** The school will not accept responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

**6.6.** pupils should use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

**6.7.** Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used. In the event of a loss or theft the school will assist in arranging blocking.

## **7. Inappropriate conduct**

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

**7.2.** Any pupil who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.

**7.3.** Pupils 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. Pupils using mobile phones to bully other pupils 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.** Pupils 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. Similarly, ‘sexting’ – which is the sending of personal sexual imagery - is also a criminal offence.

**8. Sanctions**

**8.1.** Pupils who infringe the rules set out in this document could face having their phones confiscated by teachers. If the phone is being used inappropriately the pupil must give it to a teacher if requested.

**8.2.** On the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The pupil will be able to collect the mobile phone at the end of the school day and a record will be made of the incident, the parent/carer will be informed. The location and form of the secure place will be one deemed appropriate by the Principal of the school.

**8.3.** On the second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer’s consent. If a parent/carer is unable to attend the school, they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team or student support. The incident will be recorded.

**8.4.** Any further infringements of the mobile phone code of conduct may result in a ban on bringing a mobile phone to school.

**8.5.** 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.

**9. Mobile Phone: Parent/Guardian Permission**

I have read and understand the above information about appropriate use of mobile phones at Southwold Primary and Nursery School 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 to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school’s supervision, as outlined in this document.

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

Name of Parent/Carer:	Signature:
Name of Pupil:	Signature:
Mobile phone details: 1. Make and model number..... 2. Mobile phone number..... 3. Colour/description of phone:  <b><i>This information may be used to help return lost property</i></b>	