

**Acceptable Use Policy for Mobile Phone/Devices****Date:**

Feb 2017

**Review Date:**

Feb 2025

**Purpose:**

- The widespread ownership of mobile phones/devices among young people requires that school administrators, teachers, LSAs, pupils, parents/carers take steps to ensure that mobile phones and devices are used responsibly within the school.
- The school recognises the potential for both mobile phones/devices and cameras to be used inappropriately and compromise the confidentiality of the children in our care.
- This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones/devices can be clearly identified and addressed.
- The School has established the following Acceptable Use Policy for mobile phones/devices that provides teachers, LSAs, pupils, parents/carers guidelines for the appropriate use of mobile phones/devices during school hours.
- Parents/carers must read and understand the Acceptable Use Policy before pupils are given permission to bring mobile phones to school.
- The Acceptable Use Policy for mobile phones/devices also applies to pupils during school excursions, residential visits and extra-curricular activities.

**Expectations and outcomes:**

Mobile devices should be handed in at the beginning of the day and are collected at the end of the day before pupils leave school. Teachers/LSAs may confiscate devices if they are found on the pupil and have not been handed in. If a mobile phone or device has to be removed and is not given to the teacher/LSA willingly and has to be removed, then parent/carer will be contacted and the device will need to be collected by them. It will not be returned to the pupil. If the mobile device is given up freely, then the pupil will have it returned at an appropriate time during the day.

**Responsibility:**

It is the responsibility of the pupil to follow the Acceptable Use Policy and for parents/carers to support their child and the school in enforcing it.

Pupils misusing mobile phones/devices will have them removed and parents/carers will have to come and collect them. Pupils may then be advised that they are not allowed to bring their mobile/phones or devices into school.

It is the responsibility of parents/carers to make contact with pupils should they need to via the school office.