



Church of England School
 Headteacher: Mr A J Wilcock MA (Cantab)

14th July 2016

Dear Parent/Carer

Mobile Phone Acceptable Use Policy

At Bishop Ramsey School we regularly review and evaluate our policies to improve our procedures for the benefit of all concerned. As a result, we have felt it necessary to make some changes to our Mobile Phone procedures.

Mobile phones are now part of everyday life and we understand that many parents/carers wish their son/daughter to carry a mobile phone for their own personal safety.

Therefore please find attached to this letter our Mobile Phone Acceptable Use Policy which will come into force at the start of the new term on 7th September 2016. This policy has been agreed by the Leadership Team, the Governing Body and has been supported by the Parents' Link Group and School Council.

I would be grateful if you would discuss the new policy with your child and ensure they understand the consequences of not following the procedures as outlined in the policy.

Thank you in advance for your support. We hope you find this document useful. If you have any comments or suggestions for improvement please put them in writing to me so that we can include your thoughts in our next review process.

Yours faithfully

Ms B Gavaghan
 Deputy Headteacher



Bishop Ramsey School

Mobile Phones: Acceptable Use Policy (Years 7-11)

1. Purpose

1.1. The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents/carers take steps to ensure that mobile phones are used responsibly at school. This Acceptable Use Policy 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 our students.

1.2. Bishop Ramsey School has established the following Acceptable Use Policy for mobile phones that provides teachers, students, parents/carers guidelines and instructions for the appropriate use of mobile phones during school hours.

1.3. Students and their parents/carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones to school.

1.4. The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities both on the school campus 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 students who bring mobile phones to school to abide by the guidelines outlined in this document.

3.2. The decision to provide a mobile phone to their children should be made by parents/ carers. It is incumbent upon parents/carers to understand the capabilities of the phone and the potential use/mis-use 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. 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 Uses

4.1. Mobile phones should be switched off and kept out of sight during the school day while students are on the school site. 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 students' Year Director. Parents/carers are requested that in cases of emergency they contact the school first so we are aware of any potential issue and may make the necessary arrangements.

4.2. 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.

4.5. 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.

During lessons teachers may wish to utilise these functions to aid teaching and learning and students 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 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. The phone must not be used to listen to music at break and lunch times or during lesson time. Therefore headphones/earbuds and leads should not be visible.

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.

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

5.4. Using mobile phones to bully and threaten other students is unacceptable. Cyber 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 students 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 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.

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 students, staff or visitors to the school.

5.7. It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images and will receive a punishment from the Head Teacher.

6. Theft or damage

6.1. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.

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

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

6.4. 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.

6.5. Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.

7. Inappropriate conduct

7.1. Mobile phones are banned from all examinations. Students are expected to store their phone securely before entering the examination hall/room. 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 examination papers being disqualified.

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

7.3. 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. Therefore the school will contact its Safer School's Police Officer to deal with the matter].*

7.4. Students 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. Students who infringe the rules set out in this document will face having their phones confiscated by teachers. If the phone is being used inappropriately the student must give it to a teacher if requested.

8.2. The confiscated phone will be taken to a secure place within the school office by the teacher and a detention will be issued. The student will be able to collect the mobile phone at the end of the school day **once** the detention has been served.

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