

# KESGRAVE HIGH SCHOOL

## Acceptable Use Policy for Mobile Phones Policy Statement

### 1. Introduction

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Whilst it is true that mobile phone technology provides benefits of quick and ready communication it is also the case that inappropriate use can be problematic in a school context.

**It is strongly recommended that pupils do not bring mobile phones to school.** If these are brought, it should be noted that there are strict limitations on their use, as outlined in this policy.

If a student does have a mobile phone in school, it must be **switched off and out of sight** in classrooms and all public areas of the school buildings (excluding the Sixth Form Meeting Room for Sixth Form students only), including stairs and corridors and at all times whilst on school site (except as noted at point 3 below). Any student found using a mobile phone, outside of the learning environment/whilst on school site, will have their phone confiscated. Similarly if message, text or email alerts are heard during lesson time, as this disrupts learning and teaching, the phone will be confiscated. The device will be safely stored until the end of the school day when it can be collected from the main school office between the hours of 8.30am – 4.30pm by the parents/guardian, unless the confiscating teacher/supervising adult makes an alternative arrangement with the student concerned. This policy is also addressed in the Sixth Form Student Guide for Post 16.

Please note the use of smart watches also apply to this policy. Furthermore there is a strict ban in place during examinations. See point 7 for further guidance.

### 2. Emergency contact

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Emergency contact with your child should be made through the school office (telephone 01473 624855) and not via your child's mobile phone. Similarly, students can use the school office should urgent contact require to be made with parents.

Students requiring medical attention should seek this via the Medical Room staff, they will in turn assess the student, make contact with the parent/guardian and should it be necessary send the student home. Students must not bypass this system – signing in and out must take place in the event of a fire, drill or alarm being raised. We have a duty of care to know where our students are.

### 3. Use of device to facilitate learning

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When using the phone to facilitate learning, staff will exercise professional judgement as to whether this is appropriate or not and **grant permission**. Such use is then under the strict instruction and control of the classroom teacher.

- Video/Audio/Music - Students (KS4 & KS5 only) may be permitted to use their phone for school related work **when signposted by staff to do so**.
- Camera – Students (KS4 & KS5 only) are permitted to take pictures of work on the whiteboard, of classroom displays, of their own/group work produced, when homework is set or where it consolidates learning **when signposted by staff to do so**.
- Music – Only KS5 are permitted to listen to music when completing private study and only in the LRA or Creative Media resource area. When this music is stored on an integrated phone/mp3 player, the

## 4. Internet access on mobile phones

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Mobile phones are not normally permitted for use when researching topics or sourcing information on the internet as the school has networked PCs for this. When access to PCs is not readily available, mobile phone internet access for pupils in KS4 & KS5 may be acceptable and may only be used under the clear instruction of the classroom teacher.

## 5. Misuse of mobile phones on school site

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It is not uncommon for pupils to take photographs and video footage and post these on internet/social media sites. **Putting inappropriate, offensive images or material of a young person on any internet site is A CRIMINAL OFFENCE and sanctions can and will be taken against any pupils doing so.** Pupils downloading such images may also be punished. In such cases the Head of Department, Learning Co-ordinator, a member of the Safeguarding Team and/or Leadership Team will be involved.

**Any suspicion or evidence of misuse of any device should be reported immediately to the Classroom teacher or Head of Department, Learning Co-ordinators or Student Support Officer to ensure swift and appropriate action is taken.**

## 6. Misuse of mobile phone off site

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Mobile phone misuse is not restricted to occurrences in school. It may involve misuse outside of school and can adversely affect other pupils and is taken very seriously.

Examples of misuse/Safeguarding issues include:

- taking, sending, receiving, transferring or storing inappropriate material – **THIS IS A CRIMINAL OFFENCE**
- harassment or bullying by phone or text
- uploading or downloading photographs or video footage taken in school.

If mobile phone misuse outside school is found to be affecting pupils in school, the parents/guardian of the pupil(s) involved will be contacted, interventions and sanctions will follow.

Students will be granted different permissions for residential activities or trips where students benefit from having access to a phone number in case of emergency. Staff will outline what is deemed as 'appropriate use' at these times.

## 7. Examinations

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Please note that there is a complete ban on mobile phones and smart devices being present in all examinations, including mock examinations. Failure to observe this ban will result in candidates being disqualified, as detailed within Exam Board instructions to candidates.

## 8. Responsibility for mobile phones

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The school cannot take responsibility for the safety of mobile phones. Lockers are provided in form rooms and in the PE department for the safe storage of any items of value brought to school.

Mr N Burgoyne (Head teacher)  
October 2014  
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