

Salendine Nook High School (Academy)

Mobile Phone Policy

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Use of Mobile Phones

We are committed to providing a caring, friendly and safe environment for all of our students and believe that modern technology in the form of mobile phones, when used appropriately offers young people and their parents/carers peace of mind, particularly when travelling to and from school. We are also clear that when phones are used inappropriately, they distract from the core school business of learning, and at worst can be used as a tool for bullying.

Rules for the Acceptable Use of a Mobile Phone in School by Students

Students are allowed to bring a mobile phone into school. If they choose to do so it is on the understanding that they agree with the following limitations on its use, namely:

- Mobile phones must be switched off or on silent mode with no vibration, in all classes, corridors and other areas during teaching time;
- Mobile phones may be used at break or lunchtime;
- The phone must not be heard or seen during lessons;
- Students must not have a mobile phone **on their person** in any examination room or area. Any phone left in a bag must be totally switched off, not left in silent or vibrate mode;
- The security of phones will remain the student's responsibility in all lessons including PE lessons and if taken into an examination room must be handed in and collected at the end of the day;
- If asked to do so, content on the phone (e.g. messages, pictures, videos, sound files) will be shown to a member of staff;
- We strongly recommend all student phones are insured.

*In exceptional cases, phones will be used in some lessons. This will be in accordance with departmental policy, with the teacher clearly informing students when to turn them on or off e.g. for use in some Art and Design Technology lessons to photograph items.

Rules for the Acceptable Use of a Mobile Phone whilst on School Trips by Students

Students should only be using their mobile phones during their free time whilst on a school trip or unless otherwise instructed by the trip leader.

Unacceptable Use

The school will consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy resulting in sanctions being taken.

- Photographing or filming staff or other students without their knowledge or permission;

- Photographing or filming in toilets, swimming pools and changing rooms and similar areas;
- Bullying, harassing or intimidating staff or students by the use of text or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites;
- Refusing to switch a phone off or hand over the phone at the request of a member of staff;
- Using the mobile phone outside school hours to intimidate or upset staff and students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time;
- Using the mobile phone to photograph or record altercations or fights.

Sanctions

Students and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines following the school's behaviour policy. In addition:

- Students and their parents should be very clear that the school is within its rights to confiscate the phone where the guidelines have been breached;
- If a phone (including SIM card) is confiscated school will make it clear for how long this will be and the procedure to be followed for its return;
- Students should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected;
- If a student commits an act which causes serious harassment, alarm or distress to another student or member of staff the ultimate sanction may be permanent exclusion. School will consider the impact on the victim of the act and parents will be involved.

Confiscation Procedure

If a mobile phone is confiscated then:

- The student will be informed that the phone can be collected at the end of the school day from reception for the first and second offence;
- Following the third confiscation the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone. This may be at the end of the week, a half term or longer;

- The confiscation will be recorded in the school behaviour log for monitoring purposes;
- School will ensure that confiscated equipment is stored in such a way that it is returned to the correct person;
- Failure to hand over a phone will be treated as defiance under PB;
- Where a student persistently breaches the guidelines, following a clear warning, the Head Teacher may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or permanent ban.

Where the phone has been used for an unacceptable purpose.

- The Head Teacher or a designated staff member will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless these are required for evidence;
- Evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen;
- Advice can be sought from the Local Authority (via INTECH helpdesk on 860 46888) and/or the police (general response number 0845 606 0606 or use the local Police Community Constable);
- School should consider whether an incident should be reported to the school safeguarding officer and/or the police;
- Heads of Year should monitor repeat offences to see if there is any pattern in the perpetrator or the victim which needs further investigation.

Support for the Victim

Where an incident has involved the victimisation, harassment, alarm or distress of another student or member of staff the school will provide support for the victim. This should be discussed with the victim's family or where the incident involves a member of staff, appropriate support should be obtained. This might be the designated staff welfare member or the victim's union.

To support the rehabilitation of a victim the following support may be offered in consultation with the victim and their family or support person. The school may:

- Follow up with the victim and family and agree a suitable way forward to facilitate an effective closure for the victim to the incident;

- School will also ensure that the perpetrator is educated about the impact of their actions on the victim;
- School will ensure a fully documented case history of the incident is recorded and secured in the behaviour database;
- Senior staff should consider if an education programme should be implemented as part of PSHCE or eSafety lessons;
- Where material has been posted online about a victim, school will provide support in getting the material removed either through discussion with the poster of the material or contact with the service provider.

This statement of guidelines will be subject to regular review and updating in order to ensure that the personal safety of students and school staff is protected and that the learning environment is not disturbed by current or emerging technology.

Appendix 1 - Guidance on Confiscation

DfE guide on screening and searching - What the law allows

"Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so."

See below for full document

<http://www.education.gov.uk/schools/pupilsupport/behaviour/f0076897/screening>

DfE Behaviour and discipline guidance for school staff

<http://media.education.gov.uk/assets/files/pdf/b/behaviour%20and%20discipline%20in%20schools%20%20%20guidance%20for%20teachers%20and%20school%20staff.pdf>

Appendix 2 - Legal Context

Common Offences Related to the Misuse of Mobile Telephones

The key to both offences below is that the message/picture/video is actually **SENT** . (If it is only stored on a device the offence is not complete.)

1. Malicious Communications Act 1988

It is an offence to send an indecent, grossly offensive or threatening letter, electronic communication or other article to another person with the intention that it should cause them distress or anxiety

2. Communications Act 2003

Section 127 covers all forms of public communications.

127(1) A person is guilty of an offence if they:

- a) send by means of a public electronic communications network a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or
- b) causes any such message or matter to be so sent.

Section 127(2) A person is guilty of an offence if, for the purpose of causing annoyance, inconvenience or needless anxiety to another, they:

- a) send by means of a **public** electronic communications network, a message that they know to be false
- b) causes such a message to be sent; or
- c) persistently makes use of a public electronic communications network

Appendix 3 - Police Response to an Incident in school

Extract from the Home Office guidance on the action police should take if a crime may have occurred in school.

In order to sustain the disciplinary authority of schools, this guidance clarifies the general principles of NCRS as they apply specifically to incidents on school premises. When police have reported to them an incident which took place on school premises, including those witnessed by, or reported directly to, officers working in the school, which they would normally record as a notifiable offence will, in the first instance, invite the victim or the person acting on their behalf to report the matter to the head teacher to be dealt with under normal school discipline procedures. Such reports should be recorded as an incident only, until or unless:-

- a) they judge it to be a serious incident as defined below; [see full document]
- b) having brought the matter to the attention of the school in line with good practice (see references to guidance papers below), they receive a formal request from the school to create a crime record; or
- c) the child, parent or guardian or the child's representative asks the police to create a crime record.

For full description see Annex E of the following document : Crime Recording by Police Officers working in Schools

<http://www.homeoffice.gov.uk/publications/science-research-statistics/research-statistics/crime-research/counting-rules/count-recstan?view=Binary>

Appendix 4 - Sources of Help

Resources

Resources are available to support teachers, parents and students to promote the safe use of mobile phones and other technologies both in school and at home. Below is a note of the resources available and a short description of what each one contains. These resources have been drawn from a variety of sources, including the Mobile Network Organisations.

- The **O2 Nuisance Call Bureau** provide practical help and advice to schools - whether they're having serious problems relating to bullying on mobile phones, nuisance calls or texts, happy slapping, or any other issues. Further information is available from <http://protectourchildren.o2.co.uk/AdviceForSchools.jsp>
- **Mobile phone guide for parents from Orange**
http://www1.orange.co.uk/safety/images/guide_for_parents.pdf
- **Orange Educational resources** on the safe and secure uses of mobile phones, and access to the "Incoming message" video and support materials
http://www1.orange.co.uk/about/corporateresponsibility/quicklinks/educational_resources.html
- **Orange**
<http://www.orange.co.uk/communicate/safety/>
- **Mobile Network Operators and Regulators**
<http://protectourchildren.o2.co.uk/PreventBullying.jsp>

- **T-Mobile**
<http://www.t-mobile.co.uk/personal/pages.do/corpinfo/about-tmobile/corporate-responsibility/landing>
- **For students**
Newsround article on happy slapping including advice for students on what to do if it happens to them
http://news.bbc.co.uk/cbbcnews/hi/newsid_4490000/newsid_4498700/4498719.stm
- **'respectme'** cyberbullying resource page:
<http://www.respectme.org.uk/What-is-Cyberbullying.html>
- **Cybermentors**
<http://cybermentors.org.uk/>
- **Childline**
<http://www.childline.org.uk/>
- **For parents/carers**
Mobile phones: What parents need to know provides help and advice about modern mobile phones for families and carers.
http://www1.orange.co.uk/documents/regulatory_affairs/guide_for_parents.pdf
- **Child Exploitation and Online Protection Centre**
<http://www.ceop.police.uk/>

Appendix 5

Benefits of using a Smart phone in the classroom

<http://www.guardian.co.uk/education/2011/may/10/mobile-phones-teaching-device>