



Carrickfergus Grammar School policy on	MOBILE PHONES AND ACCEPTABLE USE
Date implemented	September 2016
Review date / led by	September 2017 / L Kane
Consulted	Pastoral Team, E-Safety Coordinator, Governors, Parents
Allied School Policies on: E-Safety , Anti-Bullying , Safeguarding and Child Protection	

1. Purpose

- 1.1.** The widespread ownership of mobile phones among young people requires that school staff, students, parents and 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 can be enjoyed by our students.
- 1.2.** Carrickfergus Grammar School has established the following Acceptable Use Policy for mobile phones that provides school staff, students, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours.
- 1.3.** Students and their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones to school.

2. Rationale

- 2.1.** The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used correctly.
- 2.2. 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. 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.
- 2.3.** The school recognises the importance of the technologies present in modern mobile phones such as internet access, cameras etc. and may allow pupils to utilise these functions to support teaching and learning in particular circumstances.

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 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 (including theft), 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 the school office also reduces the likelihood of disrupting lessons.

4. Acceptable Uses

- 4.1.** Mobile phones should be switched off and kept out of sight during the school day including registration and assembly. The exceptions to this are during break and lunchtimes. If a phone is visible in a blazer pocket staff should instruct the pupil to put the phone elsewhere.
- 4.2.** Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- 4.3.** 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.
- 4.4.** Students may use their mobile phones in the classroom for educational purposes **when instructed 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.** Mobile phones should not be used to make calls, send text messages, surf the internet, listen to music, take photos or use any other application during registration, assembly, study and classes or in the corridor between classes. Phones should be turned off during these times.
- 5.2.** Mobile phones must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during class.
- 5.3.** 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. Further detail and advice to pupils is outlined in the school's E-safety policy.
- 5.4.** It is forbidden for students to use their mobile phones to take videos and pictures 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, member of staff or visitor 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.

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 throughout the school day.
- 6.2.** Mobile phones that are found in the school will be handed to the school office.
- 6.3.** The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 6.4.** The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school or during school trips.
- 6.5.** It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students must keep their password/pin confidential. Mobile phones and/or passwords may not be shared.

7. Inappropriate conduct

- 7.1.** Mobile phones are banned from all examinations and Controlled Assessments. Students should not bring mobile phones to the examination hall or room. Any student found in possession of a mobile phone during an examination will be dealt with in line with exam board guidelines.
- 7.2.** Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using social network sites. Students using mobile phones to bully other

students will face disciplinary action in accordance with our E-safety and anti-bullying policies. *[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.]*

7.3. 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 imagery – can also be a criminal offence.

8. Sanctions

8.1. Students who use their mobile phones for any reason in the corridors between classes will be asked to forfeit their phone until the end of the day. The pupil should bring this phone to the General Office in an envelope with their name and class and the date written on it. The pupil may collect the phone at the end of the day.

8.2. Students who use their mobile phones during registration, assembly, study or class will be asked to forfeit their phone until the end of the day and will receive a formal detention. The pupil should bring this phone to the General Office in an envelope with their name and class and the date written on it. The pupil may collect the phone at the end of the day.

8.3. If a mobile phone rings during class the pupil should be instructed to turn the phone off and be reminded of the school's Acceptable Use Policy. If this is a continual issue the Head of Year should be informed and the 4 Step Approach should be used.

8.4 More serious issues involving the use of mobile phones are outlined in the school's E-safety policy.

Please tear off and return to school

Dear Parent/Guardian

Your son/daughter's Class Tutor has spent time in Registration reading this policy; explaining the rationale behind it and the possible consequences of misuse of mobile phones in school. Can you please take time to read the policy and send this slip back into school with your son/daughter to be collected during Registration.

Name of Pupil: _____

Class: _____

I have read and understand the school policy on Acceptable Use of Mobile Phones in School.

Signed:

(Pupil)

(Parent/Guardian)