



Mobile Device Policy

Reviewed by: Progress & Standards Committee

Version: 1

Last Reviewed: September 2013

Adopted by FGB on: 30th September 2013

Signed by:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end.

(Chair of Governors)

Ysgol Treffynnon

Mobile devices Policy

1. Purpose

- 1.1. The widespread ownership of mobile devices among young people requires that school administrators, teachers, pupils, parents and carers take steps to ensure that mobile devices are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety) can continue to be enjoyed by our pupils.
- 1.2. Ysgol Treffynnon School has established the following Acceptable Use Policy for mobile devices that provides teachers, pupils, parents and carers guidelines and instructions for the appropriate use of mobile devices during school hours.
- 1.3. Pupils, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile devices to school.
- 1.4. The Acceptable Use Policy for mobile devices also applies to pupils during school excursions, camps and extra-curricular activities both on the school campus and off-site.

2. Rationale

- 2.1. Our rural setting and wide travel to work area for working parents presents challenges when it comes to communications. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.
- 2.2. **Personal safety and security**
Ysgol Treffynnon accepts that parents/carers give their children mobile devices 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 device 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 pupils who bring mobile devices to school to abide by the guidelines outlined in this document.
- 3.2. The decision to provide a mobile device 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 that if their child takes a mobile device 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. Pupils are responsible for keeping the school informed of their current mobile device to aid return if lost on the school site.
- 3.5. 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 devices should be switched off and kept out of sight during classroom lessons and while moving between lessons. 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 **Mr Weir**. 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. While on school premises **at break times only**, pupils should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.
- 4.3. Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school (see below).
- 4.4. Pupils 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.

5. Unacceptable Uses

- 5.1. Unless express permission is granted, mobile devices 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.
- 5.2. The Bluetooth function of a mobile device must be switched off at all times and not be used to send images or files to other mobile devices.
- 5.3. Mobile devices must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during lesson times.
- 5.4. Using mobile devices to bully and threaten other pupils 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 pupils to “gang up” on another student and use their mobile devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other pupils or upload it to a website for public viewing. This also includes using mobile devices to photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- 5.6. Mobile devices 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 pupils, staff or visitors to the school.
- 5.7. Should there be more than one disruption to lessons caused by a mobile device, the responsible student may face disciplinary actions as sanctioned by the Headteacher. This may include a mobile device ban in school.
- 5.8. 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 from the mobile device.

6. Theft or damage

- 6.1. Pupils should mark their mobile device clearly with their names.
- 6.2. Pupils who bring a mobile device to school should leave it their bag when they arrive. To reduce the risk of theft during school hours, pupils who carry mobile devices are advised to keep them well concealed and not ‘advertise’ they have them.
- 6.3. Mobile devices that are found in the school and whose owner cannot be located should be handed to front office reception.
- 6.4. The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- 6.5. The school accepts no responsibility for pupils who lose or have their mobile devices stolen while travelling to and from school.
- 6.6. It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile devices and/or passwords may not be shared.

7. Inappropriate conduct

- 7.1. Mobile devices are banned from all examinations. Pupils are expected to hand phones to invigilators before entering the exam hall. Any student found in possession of a mobile device during an examination will have that paper disqualified. Such an incident may result in all other exam papers for that student being disqualified.

- 7.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile device will face disciplinary action.
- 7.3. Pupils with mobile devices 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. Pupils using mobile devices to bully other pupils will face disciplinary action. *[It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.]*
- 7.4. Pupils 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. Pupils who infringe the rules set out in this document could 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. On the first infringement of this policy the mobile device would be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile device at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident. The location and form of the secure place will be one deemed appropriate by the teacher.
- 8.3. On the second infringement the mobile device would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and only the parent will be permitted to collect the phone. If a parent/carer is unable to attend the school they are permitted to phone and must speak to the Head of Year and give verbal consent for their child to collect the phone. The incident will be recorded.
- 8.4. Any further infringements of the mobile device code of conduct may result in a ban on bringing a mobile device to school.
- 8.5. As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident – of a serious nature - being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

9. Mobile device: Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile devices at Ysgol Treffynnon and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to identify a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile device to school and understand that my child will be responsible for ensuring that the mobile device is used appropriately and correctly while under the school's supervision, as outlined in this document.

I understand that the school will not accept any responsibility for loss, damage or theft of a mobile device.

Parent/carer Name	Signature of parent...
Name of student	Signature of student...
<p>Mobile device details:</p> <ol style="list-style-type: none">1. Make and model number.....2. Mobile device number.....3. Colour/description of phone..... <p>This information may be used to help return lost property</p>	

10. Use of Mobile devices during the working day (employees)

10.1 The use of mobile devices by employees to make/receive personal calls and/or texts during the working day is discouraged for the following reasons (this list is not exhaustive):

- It does not set a professional and positive example to pupils, it is disruptive and interrupts lessons
- It is a nuisance/discourteous to colleagues (eg during meetings)
- It is a misuse of the school/authority's time and has the potential to impact on children's learning

In some circumstances Trade Union stewards and staff who are carers may need to be given expressed permission to make or receive such calls

10.2 Any personal calls should be directed to the school's landline number so that a message can be relayed to the member of staff, when the member of staff is available, unless there is an emergency situation, where the message must be relayed to the employee immediately

10.3 Mobile devices should be switched off whilst on the School premises, unless it is during a break or at lunchtime. Employees using personal mobile devices during their breaks should be respectful of their colleagues and mobile devices should not be used in front of pupils.

10.4 An increasing number of mobile devices now have built-in cameras and have the capability to capture copy and transmit images through a range of technologies and formats. Employees should not take or transmit images of pupils and colleagues on their personal mobile device.