

Mobile Phone and Electronic Equipment Policy

0161 Education CIC



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0161 Education helps children and young people shift their mindset to make positive choices for themselves and those around them. We care about the individual. We commit to each programme. We provide change.

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1. Intent of policy

0161 Education recognises that mobile phones and digital devices are now an integral part of culture and way of life, and can have considerable value, particularly in relation to individual safety.

It is recognised that such technology will play an increasing part in future learning practices, but, akin to existing ICT use, this should follow agreed rules and guidelines to prevent disruption and inculcate good learning habits. The school therefore accepts that students are permitted to bring mobile phones and digital devices to school, but that is subject to the following rules and procedures.

2. Responsible use

Students are required to use phones etc. responsibly at all times.

- Students must ensure that files stored on their phones do not contain violent, degrading or offensive images/information which can be a criminal offence and will be dealt with as such by informing the police.
- Cyber-bullying is completely unacceptable, and will be followed up by the school as serious misbehaviour.

- The school is a workplace and phones can interfere with the atmosphere and good order of the workplace, even when in silent mode. Alternative Provision Service expects that phones will be switched off and handed in on arrival at the base.

3. Rules

- Responsibility for the phone rests with the student and the school accepts no financial responsibility for damage, loss or theft.
- Students must hand phones in on arrival at the base, they will be stored in the office.
- Headphones must not be worn during or between lessons, for reasons of safety, courtesy and learning.
- Students must not use phones or MP3 players to broadcast music or transfer inappropriate material.
- No device should be used in the school to photograph or video students or staff without the authority of the staff member in charge.
- If there is an emergency which requires communication with home, students must speak with a member of staff who will deal with the matter. In an emergency, parents/carers should phone reception and a message will be taken to the student. This ensures that the student is given support and privacy in dealing with a potentially difficult or sensitive situation. Students who feel unwell must always contact home via the school office and NOT use their mobile phone. This allows support and supervision and also avoids students leaving the school without a record being made.
- Students must acknowledge that it is a privilege to be permitted to bring mobile phones into school and abuse of this policy may lead to curtailment of this privilege.
- Students may use mobile phones outside of teaching hours, ie during breaks and lunchtime **at the discretion of staff.**

4. Consequences

If a member of staff is aware that a student is using a mobile phone during teaching hours as they have not handed the phone in as per policy, then the student must expect to have it confiscated. All confiscated phones will be placed in the school office and a record made in the log book. These will be returned to the student at the end of the day of confiscation.

Refusal to hand a mobile phone in is classified as a disciplinary issue.

5. Advice

- Using your mobile is convenient and practical, but you need to observe some common sense ground rules to protect yourself from potential abuse or danger.
- Don't give your number or friends number to people you don't know, especially in Instant Messenger, Chat Rooms, Twitter, Facebook, Instagram or other social networking sites.
- Activate a security code on your phone and keep this private.
- If you receive texts which upset you, don't reply but keep a record and tell an adult. In serious cases, report it to a member of staff.
- If you receive a rude or embarrassing image or text about someone, DO NOT forward it to others, inform a member of staff.
- Distributing sexual images of other young people is harassment and is illegal. If you receive something like this, inform a member of staff or report to the police.
- Ask permission before taking a picture of your friends and THINK before sending it on. Once it has been sent, you have lost control of it and it could become public before you know it.
- Visit the thinkuknow website at www.thinkuknow.co.uk for more information on staying safe.