

TRADITIONAL VALUES, CONTEMPORARY ASPIRATIONS, CREATIVE CURIOSITY



INVESTOR IN PEOPLE

MALET LAMBERT

POLICY STATEMENT

**Acceptable Use Policy for Mobile Phones
and Handheld Devices**

Acceptable Use Policy for Mobile Phones & Handheld Devices

At Malet Lambert

1 Definitions

- 1.1 Mobile devices and handheld devices will be referred to as mobile devices and includes: mobile phones, audio/music devices, video devices, gaming devices, mobile computers, etc, (this list is not exhaustive).
- 1.2 A session is referred to as a period of time for a particular activity. This includes: registration, assembly, a lesson, double lesson, movement times and academy activities

2 Purpose

- 2.1 The widespread ownership of mobile devices among young people requires that the senior leadership team, teachers, students, and parents take steps to ensure that mobile devices are used responsibly on site. 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 be enjoyed by our students.
- 2.2 Malet Lambert has established the following Acceptable Use Policy for mobile devices that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile devices during school hours.
- 2.3 Students and their parents or guardians must read and accept the Acceptable Use Policy before students are given permission to bring mobile devices on site.
- 2.4 The Acceptable Use Policy for mobile devices also applies to students during external visits and extra-curricular activities. Where applicable, exceptions may be permitted.

3 Rationale

- 3.1 Personal safety and security

Malet Lambert accepts that parents 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.

- 3.2 With the continuing advances in technology and its applications, the academy accepts that mobile technology can support students' learning. However, Malet Lambert currently considers that the distractions mobile devices can cause during lessons and other activities far outweigh the benefits.

4 Responsibility

- 4.1 It is the responsibility of students who bring mobile devices on site to abide by the guidelines outlined in this document.
- 4.2 The decision to provide a mobile device to their children should be made by parents or guardians.
- 4.3 Parents should be aware if their child brings a mobile device to Malet Lambert.

- 4.4 Permission to have a mobile device at the academy whilst under academy supervision is dependent on parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

5 Acceptable Use

- 5.1 Students should only use their mobile devices before or after school or during break time and dinner time.
- 5.2 While on academy premises, during, before or after school or during break time and dinner time, students should use silent features such as text messaging, answering services, call diversion and vibration alert to receive important calls and messages.
- 5.3 Mobile devices should be switched off and kept out of sight during classroom lessons.
- 5.4 Parents are reminded that the first point of contact for your child in an emergency should be the student services office, which can ensure your child is reached quickly and assisted appropriately.

6 Unacceptable Use

- 6.1 Mobile devices should not be used between the times 8.40am-11am, 11.15am-12.15pm and 1.15pm-3.10pm. Mobile devices should also not be used during movement times between registration & period 1, periods 1 & 2 and 4 & 5.
- 6.2 Unless express permission is granted by the Head teacher, mobile devices should not be used to make calls, send SMS messages, surf the internet, take photos, listen to music or use any other application during lessons and other educational activities, such as assemblies.
- 6.2.1 Mobile devices should not be used in any manner or place that is disruptive to the normal routine of academy life.
- 6.3 Students with mobile phone devices with internet access should not access any inappropriate websites as described in the ICT Pupil Acceptable Use Policy.
- 6.4 Mobile devices should not be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the academy.
- 6.5 Mobile Devices should not be used in exams or during controlled assessment.
- 6.6 Students should not use vulgar, derogatory, or obscene language while using a mobile device.
- 6.7 Students with mobile devices listed may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, email talking/sending photos or objectionable images, and phone calls.
- 6.8 It is forbidden for students to “gang up” on another person and use their mobile devices to take videos and pictures of acts to denigrate and humiliate that person and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile devices to photograph or film any person without their consent. (See section 9.5)

7 Theft, damage or loss

- 7.1 Mobile devices that are found on site and whose owner cannot be located should be handed to the Pupil Office.
- 7.2 The academy accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- 7.3 The academy accepts no responsibility for students who lose or have their mobile device stolen while travelling to and from Malet Lambert.

8 Sanctions

- 8.1 A mobile device will be confiscated if it is used other than as described in section 5.
 - 8.1.1 The device will be kept in a secure place by the teacher who has confiscated it.
 - 8.1.2 A confiscated mobile device can be collected from the teacher at the end of the session. (See section 1.2)
- 8.2 The incident will be recorded centrally
- 8.3 For a student who repeatedly offends; parents or guardians will be informed in writing and detentions will be set. The incident(s) may also be referred to the senior leadership team for further investigation.
- 8.4 Failure to follow the rules outlined in this document (section 5) and for more serious incidents (such as those outlined in section 6), there may be a referral to the senior leadership team for further investigation. In such cases, the parent or guardian will be notified immediately and a more serious sanction may be considered.
- 8.5 The academy reserves the right to confiscate a mobile device and keep it in the academy safe until it is collected by the student together with the parent or guardian. Parents will be notified in writing stating the reason for taking this action.
- 8.6 The academy reserves the right to ban individual students or groups of students from bringing mobile devices on site.

9 Advisory

- 9.1 Students should protect their phone numbers by only giving them to 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.
- 9.2 To reduce the risk of theft or loss students should mark their mobile device clearly with their names.
- 9.3 To reduce the risk of theft during school hours, students who carry mobile devices are advised to keep them well concealed and not 'advertise' they have them.
- 9.4 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential.

- 9.5 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.
- 9.6 Inappropriate use of mobile phones in exam environments is covered by JCQA guidelines.

Effective: (Date)

Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile devices at Malet Lambert and I understand that this form will be kept on file at the academy.

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

Parent name (print)

Parent signature

Date

Student name (print)

Student tutor group

Student signature

Date

If you have any comments or suggestions, please contact David Hudson, Assistant Headteacher of E-Learning & E-Safety Coordinator,
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This is a working document that may be updated and amended throughout the academic year as required. You will be notified of changes through the academy website and latest copy will always be available at <http://www.maletlambert.co.uk>