



INVESTOR IN PEOPLE

**MALET LAMBERT SCHOOL**

**POLICY STATEMENT**

**ACCEPTABLE USE POLICY FOR MOBILE PHONES  
AND HANDHELD DEVICES**

<b>Completed by:</b>	DHU
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## **Acceptable Use Policy for Mobile Phones & Handheld Devices At Malet Lambert School**

### **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 school activities

### **2 Purpose**

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

### **3 Rationale**

- 3.1 Personal safety and security

Malet Lambert School 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 school accepts that mobile technology can support pupils' learning. However, the school currently considers that the distractions mobile devices can cause during lessons and other school activities far outweigh the benefits.

### **4 Responsibility**

- 4.1 It is the responsibility of pupils who bring mobile devices to school 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 carers.
- 4.3 Parents should be aware if their child takes a mobile device to school.

## **5 Acceptable Use**

- 5.1 Pupils should only use their mobile devices before or after school or during break time and dinner time.
- 5.2 While on school premises, during before or after school or during break time and dinner time, pupils 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 school office, which can ensure your child is reached quickly and assisted appropriately.

## **6 Unacceptable Use**

- 6.1 Mobile devices should not be used or allowed to go off 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 school 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 school.
- 6.3 Pupils 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 pupils, staff or visitors to the school.
- 6.5 Mobile Devices should not be used in exams or during controlled assessment.
- 6.6 Pupils should not use vulgar, derogatory, or obscene language while using a mobile device.
- 6.7 Pupils 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 pupils 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 pupils 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 in the school and whose owner cannot be located should be handed to Pupil Services.
- 7.2 The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- 7.3 The school accepts no responsibility for pupils who lose or have their mobile device stolen while travelling to and from school.

## **8 Sanctions**

- 8.1 The following set of sanctions are in force for mobile devices used other than as described in section 5.

1st Issue	Phone to be confiscated and returned the same day to the pupil
2nd Issue	Phone confiscated and returned only to an adult named on our system
3rd Issue	As above along with a 45 minute after school detention
4th Issue	Parents/Carers invited in to discuss a ban of the pupil mobile for the remainder of that term

When confiscated, the device will be kept in Pupil Services. A confiscated mobile device can be collected from Pupil Services at the end of the day. (See section 1.2)

- 8.2 In all cases, the incident will be recorded centrally
- 8.3 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 carer will be notified immediately and a more serious sanction may be considered.
- 8.4 The school reserves the right to confiscate a mobile device and keep it in the school safe until it is collected by the pupil together with the parent or carer. Parents will be notified in writing stating the reason for taking this action.
- 8.5 The school reserves the right to ban individual pupils or groups of pupils from bringing mobile devices on site.

## **9 Advisory**

- 9.1 Pupils 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 pupil'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 pupils should mark their mobile device clearly with their names.
- 9.3 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.
- 9.4 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.

- 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.

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 school year as required. You will be notified of changes and latest copy will always be available at <http://www.maletlambert.co.uk>