



ACCEPTABLE USE POLICY FOR MOBILE PHONES AND HAND HELD DEVICES

Acceptable Use Policy for mobile phones and handheld devices Handheld devices include: iPods, gaming devices (e.g. PSP, Nintendo), mp3 and mp4 players, PDAs, BlackBerrys, iPhones, (this list is not exhaustive)

1. Purpose

1.1 The widespread ownership of 'mobile phones and devices' (referred to as mobile devices) among young people requires that school administrators, teachers, students, and parents 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 students.

1.2 Sturminster Newton High School 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.

1.3 Students, their parents or guardians must read and understand the Acceptable Use Policy before students are given permission to bring mobile devices to school.

1.4 The Acceptable Use Policy for mobile devices also applies to students during school excursions, camps and extracurricular activities. Where applicable, exceptions may be permitted.

2. Rationale

2.1 Personal Safety and Security

Sturminster Newton High 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.

2.2 With the continuing advances in technology and its applications the school accepts that mobile technology can support students' learning and effective teaching.

3. Responsibility

3.1 It is the responsibility of students 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 guardians.

3.3 Parents should be aware if their child takes a mobile device to school.

3.4 Permission to have a mobile device at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

4. Acceptable Uses

4.1 Mobile devices should be switched off and kept out of sight during classroom lessons unless expressly directed to make use of the devices to support learning and teaching activities by the supervising teacher. Parents 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 appropriate way.

4.2 While on school premises, the devices must remain off and out of sight.

4.3 Mobile devices should not be used in any manner or place in the normal routine of the school; unless under the explicit direction and supervision of a member of teaching staff. **NB – this does not include the taking of photo/video.**

4.4 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.

5. Unacceptable Uses

5.1 In the normal routine of the school 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, school trips etc.

5.2 Mobile devices must not disrupt classroom lessons with ringtones or beeping.

5.3 Using mobile devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

5.4 Should there be repeated disruptions to lessons caused by a mobile device; the responsible student may face disciplinary actions as sanctioned by the Leadership Team and the School's Behaviour Policy.

6. Theft or damage

6.1 Students should mark their mobile device clearly with their names.

6.2 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.

6.3 Mobile devices that are found in the school and whose owner cannot be located should be handed to Student Reception.

6.4 The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.

6.5 The school accepts no responsibility for students who lose or have their mobile device stolen while travelling to and from school.

6.6 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. Mobile devices and/or passwords may not be shared.

7. Inappropriate conduct

7.1 Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Leadership Team and by the regulating exam boards/QCA

7.2 Any student who uses vulgar, derogatory, or obscene language while using a mobile device will face disciplinary action as sanctioned by the Leadership Team

7.3 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, taking/sending photos or objectionable images, and phone calls. Students using mobile devices to bully other students will face disciplinary action as sanctioned by Leadership Team and Anti Bullying Policy.

8. Sanctions

8.1 If a mobile device is confiscated a letter will be sent to parents/guardians informing them of the situation. The device will need to be collected from the school office by a parent/guardian.

8.4 The school reserves the right to ban individual students or groups of students from bringing mobile devices on site.

Member of staff with Lead Responsibility for this policy: E-Safety Committee

Approved: Governing Body December 2012, reviewed December 2014

Policy due to be reviewed: December 2016