The Petchey Academy

Inspiring & supporting every child

Mobile Phone Acceptable Use Policy

Document Owner:	Clare Borrill
Learning Centre:	Headteacher

Implementation date:	1st September 2020
Version:	V1
Policy history:	New Policy

Related policies:	

Distribution:

Name	Department/Organisation
Petchey Academy Board of Governors	Directly for approval
All Petchey Academy Employees	Via the eXchange
All external stakeholders	Via the website

(The academy can make this policy available in Turkish also, on request.)

Change history:

Version	Name	Date	Changes	Committee Sign Off	Date
One	CBO	01/09/2020	New Policy to reflect CV-19 safety	QEW	30/09/2020

Policy Review:

Review of impact against the aims of policy:
Do there appear to be any patterns of equality related issues: The policy has now been expanded to include more context and clarity around potential impact in regards to groups under key protected characteristics as per Equality Act 2010. However, currently there does not seem to be any pattern of equality related issues. **If yes, please provide an Equalities Impact assessment (if relevant):**
Please use the screening questions to ascertain the need for a Privacy Impact Assessment Please complete the screening questions and the PIA as required. Keep or delete the following sentence: The policy does not requires the processing of personal data and is in accordance with the academy's Data Protection Policy and related policies.

New Policy: Yes	**PIA Screening Completed:** Yes	**Full PIA Required:** No
Reviewed by: C Borrill	**Date:** 01/09/2020	

Next Review Date:	September 2022

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1. **INTRODUCTION**

This policy has been created to promote a systematic, consistent and positive approach to the acceptable use of mobile phones in the academy.

1.1 Purpose

The widespread ownership of mobile phones among young people requires that school staff, teachers, students, parents and carers to take steps to ensure that mobile phones are used responsibly in schools. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

1.2 The Petchey Academy has established the following Acceptable Use Policy for Mobile Phones to provide associate staff, teachers, students, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours.

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

1.4. The Acceptable Use Policy for Mobile Phones also applies to students during school enrichment and extra-curricular activities.

2. Rationale
Personal safety and security
The Petchey Academy accepts that parents/carers give their children mobile phones 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 phone gives parents reassurance that they can contact their child if they need to speak to them urgently before or after school.

3. Responsibility
3.1. It is the responsibility of students who bring mobile phones to school to abide by the expectations outlined in this document.
3.2. The decision to provide a mobile phone to their children should be made by parents or carers.
3.3. Parents/carers should be aware if their child takes a mobile phone to school.
3.4. Permission to have a mobile phone at school while under the school's supervision is contingent on students abiding by the expectations outlined in this document. The academy reserves the right to revoke permission for a student to bring their mobile phone to school .

4. Rules for the Acceptable Use of a mobile phone at The Petchey Academy by students
Students are allowed to bring mobile phones into school. If they choose to do so it is on the understanding that they agree with the following limitations on its use, namely:
- Mobile phones must be switched off at all times during the school day, including break and lunchtimes, and remain off whilst pupils are on the school premises. It is not acceptable for phones merely to be put on silent or flight mode.
- The phone must be kept out of sight during the academy day.
- No student may take a mobile phone into a room or other area where examinations are being held.

- The security of the phone will remain the student's responsibility in all lessons including PE/Dance lessons
- If during an investigation of an incident involving suspected misuse of a mobile phone, students may be asked to show content on the phone (e.g. messages, emails, pictures, videos, sound files) to a teacher and are expected to comply.

Parents/carers are reminded that, in cases of emergency, the main reception and student reception remain a vital and appropriate point of contact for parents wishing to contact their child, and for students wishing to contact parents in cases of emergency.

5. Unacceptable Uses
Parents and students should be clear that misuse of mobile phones will not be tolerated.
Mobile phones should not be used to make calls, send messages, surf the internet, take photos or use any other application during school hours or during any other educational activities. Mobile phones are only to be used in the event of an emergency and with explicit permission from a senior member of staff.

The following are examples of misuse but are not exclusive. 'Misuse' will be at the discretion of the Headteacher:
- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- bullying by text, image and email messaging
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
- students posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- general disruption to learning caused by pupils accessing phones in lessons
- students phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised
- publishing photographs of other pupils, who may be on a child protection plan, where this may put them at additional risk.
- Refusing to switch a phone off or handing over the phone at the request of a member of staff
- Using a mobile phone outside school hours to intimidate or upset staff and students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time

6. Dealing with breaches
Misuse of the mobile phone will be dealt with using the same principles set out in the school behaviour policy, with the response being proportionate to the severity of the misuse.
Students are aware that serious misuse may lead to the confiscation of their mobile phone, communication with parents and the imposition of other sanctions up to and including exclusion from school. If the offence is serious it will be reported to the Police .
Phones which are confiscated during the school day by academy staff will be stored safely and securely. Students should not expect to have their phone returned to them immediately.

7. Searching and Screening

Where it is deemed necessary to examine the contents of a mobile phone this will be done by a designated member of staff.
The action will be properly recorded in case it later becomes evidence of criminal activity. The record will include the time, who was present and what is found.
The Headteacher or a designated staff member will have the right to view files stored in confiscated equipment and if necessary seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless they are being preserved as evidence.

- If required, evidence of the offence or suspected offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen
- The academy will consider whether an incident should be reported to the safeguarding board and or the police.

8. Sanctions

Pupils and parents/caters are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines, following The Petchey Academy behaviour policy.
In addition:

- pupils and their parents should be very clear that the school is within its rights to confiscate the phone where the guidelines have been breached.
- Using the mobile phone outside school hours to intimidate or upset staff and pupils or undermine the stability of the school in any way will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.
- If a phone is confiscated, school will make it clear for how long this will be and the procedure to be followed for its return.
- Pupils should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected
- If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate sanction may be permanent exclusion. School will consider the impact on the victim of the act in deciding the sanction.

9. Confiscation procedure

If a mobile phone is confiscated then:

- the student will be informed that the phone can be collected at the end of school day from the Key Stage Manager or nominated member of staff.
- the confiscation will be recorded in the school behaviour log for monitoring purposes
- school will ensure that confiscated equipment is stored in such a way that it is returned to the correct person.
- in the case of repeated or serious misuse the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone. This may be at the end of a week, a half term or longer. At the discretion of the Headteacher the phone may be returned to the student at the end of the confiscation period.
- where a student persistently breaches the expectations, following a clear warning, the Head may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or permanent ban.

10. Theft or damage

- Students should mark their mobile phone clearly with their names.
- Students who bring a mobile phone to school should leave it in their bag or locked away in their locker for the duration of the school day.
- The academy accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The academy accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from the academy.

Effective: September 2020

Parent/Guardian Responsibility

All parents and guardians of students at the academy should read the above policy about the appropriate use of mobile phones in school.

By sending their child to school with a mobile phone, parents and carers are thereby agreeing to the Acceptable Use Policy and understand that their child is responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in this document.

Screening questions

When creating or updating a policy or procedure, please check through the following screening questions and complete the Data Protection box at the start of the document:

Question	Yes	No	Unsure
1. Will the policy/procedure involve the collection of information about individuals?		X	
2. Will the policy/procedure compel individuals to provide information about themselves?		X	
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?		X	
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?		X	
5. Does the policy/procedure involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.		X	
6. Will the policy/procedure result in you making decisions or taking action against individuals in ways which can have a significant impact on them?		X	
7. Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be particularly private.		X	
8. Will the policy/procedure require you to contact individuals in ways which they may find intrusive?		X	

If the policy is new or requires a substantial change to data processing then a full PIA must be completed. Template stored in Privacy Impact Assessment - GUIDE 2018.docx