

# King Edward VII Science and Sport College Mobile Phone Usage Policy

April 2016

Refer to the King Edward Science and Sport College “Communications Policy” and “Safeguarding/child Protection Policy” for full guidance regarding the use of mobile phones, social media and the use of e-mail during school activities and the school day.

The College acknowledges that parents for different reasons may wish their children to bring mobile phones to College, for example, for personal security travelling to and from home. Students are therefore allowed to bring a mobile phone to College on the expectation that both parents/ carers and students unequivocally comply with the following rules:

## Student Usage

- Mobile phones should be switched off during lessons, assemblies, examinations and any other activity during the College day where learning or assessment is taking place.
- Students are permitted to switch their mobile phones on during break and lunchtimes, but they must turn them off again in good time before the end of these sessions. Failure to do so could result in phones being confiscated
- The College operates a **‘use it you lose it’** rule. Any student found using a mobile phone during lessons, assemblies, examinations and any other activity during the College day where learning or assessment is taking place will in the first instance be asked to turn it off and put it in their bag. If students refuse to do this, the mobile phone will be confiscated and placed in a safe drawer in the main office. Students will be allowed to pick up their mobile phone at the end of the day, after the bell has rung. If there was an additional breaking of rules associated with the mobile phone confiscation, then parents may be asked to collect the mobile phone and further sanctions will be used. Each case will be dealt with on the specific level of misconduct involved.
- Students who have a detention during break or lunchtime are not permitted to switch on their mobile phones until the detention time has been served.
- Students, under no circumstances, are permitted to film, record sound/ voice or photograph any other individual on their personal mobile phones whilst at College, **regardless of them having been given consent by the individual concerned**. All activity that takes place on the College site or satellite situations including trips and visits is under the jurisdiction of College governance.
- **Never use personal mobile phones in any teaching area in school or within toilet or changing areas at any time**
- Students are not permitted to use their mobile phones to download or display inappropriate material, including pornographic images, neither during lessons or break or lunch times. The College Principal and Governors, in respect of wider College and statutory educational policies and rules will have absolute decision on what is considered as inappropriate. It is against the law to distribute or forward any pornographic images.
- Students are not permitted **at any time** to send harassing or threatening text messages or multimedia messages to any individual, including students, all staff, partner educational institutions, any organisation which the College is associated with, or any business that provides services to the College.

- Students are not permitted to communicate in any form to any individual under false representation of the College.
- If an incident occurs, students are not permitted to switch on their mobile phones to contact parents, carers, family members or other students. To do so can seriously hinder any investigation by staff, social care, medical persons or police. It also has the potential to exacerbate a situation, possibly causing further disruption. We understand that our students are upset, but the College will take failure to comply with this rule very seriously. It could result in a personal ban on bringing a mobile phone in to school.

The College is aware that from time to time students may be asked to use their phones in learning situations, for example, if a student needs to take a photograph of a piece of work in progress that they will evaluate later, a media based project, to view their timetable or use as a calculator. However, this will only and always be at the discretion and direction of the member of staff who has express permission from a member of the senior team.

**Appropriate action will be taken against any student who photographs or films other individuals without their consent, downloads and displays inappropriate material, including pornographic images, or who send harassing or threatening text messages or multimedia messages. Such activities will be reported to parents or carers and dealt with under the school behaviour and discipline policy. Where they constitute a criminal offence, the police and social care may be involved.**

**The College is not liable for any loss, theft or damage of mobile phones. Students can carry and use them at their personal risk. We will however investigate any theft.**

#### **On school trips and visits**

- There is no need for students to use their mobile phones whilst on a short educational trip away from College; therefore, the same rules apply.
- Similarly, on longer trips, there is no need for students to use their mobile phones. However, on longer trips, students are allowed to carry and use their mobile phones and the leading members of staff of such trips will state, in advance of the trip places being booked, what is appropriate and safe use of mobile phones. This will have been agreed with the Principal. **Staff leading visits and trips are not responsible for the security of mobile phones and any loss, theft or damage is at the students' own personal risk.** Therefore, if students choose to take a mobile phone with them, they should have personal insurance to cover such circumstances.

**Parents or carers are not allowed to take photographs of their own children during a school production or event. No photos or recordings should be made during a school production or event by any parent /carer or member of the audience. The school protocol requires that photographs of other people's children are not published on social networking sites.**

#### **Parents are expected to:**

- Explain these rules and their importance
- Monitor and police the content and usage of their child's mobile phone

- Never contact their child during lessons, assemblies, examinations and any other activity during the College day where learning or assessment is taking place. This can change day by day and parents will not be aware of every type of the above learning situations, so it is preferable that no unnecessary contact is made even during break or lunch times
- Urgent messages for students must go through the main office. Depending on the seriousness of the situation, the office staff will deliver an important message and if necessary facilitate a student to make a telephone call
- In a situation where a student has failed to comply with the rules regarding contacting home about an incident, parents must not arrive unannounced at school. Some matters can be complex and take time to investigate. College staff will contact parents as soon as is appropriate. This is usually when more information is gathered
- Provide the College with up to date contact numbers. It is your responsibility to inform the College when telephone numbers change.

**All college staff including support, teaching, finance, community, kitchen and site maintenance staff must:**

- **Never use personal mobile phones in any teaching area in school or within toilet or changing areas at any time**
- Staff should keep their personal mobile phones in a secure place (staff room) during school hours.
- Personal calls on mobile phones should only be made during periods of non-direct contact with students and parents, for example, at break or lunch time. Privately owned phones must be switched off during working hours. For students, 'working hours' is defined as the times when their personal responsibilities include direct contact with children. Outside of these times, personal phones may be used discretely but not in the presence of students
- Staff should never use the camera on their mobile phone to photograph, voice record or film a student or allow themselves to be photographed, voice recorded or filmed by a student
- Staff should never send to, or accept from, colleagues or students, texts or images that could be considered inappropriate
- Staff should never contact students or parents from their personal mobile/home phones, or give their mobile/home phone number to students or parents. If a member of staff needs to make telephone contact with a student, a school mobile or the college land line should be used.
- Urgent communications for members of staff must be directed through the main office during working hours.
- Never use a handheld phone whilst driving as this is a criminal offence. Use of hands free equipment is not prohibited, although this could lead to prosecution for failing to have proper control of the vehicle
- Read and understand the college Communication Policy and Safeguarding/Child Protection Policy
- **The Principal and Governors may agree temporary exceptions to the above.**

Signed: \_\_\_\_\_ (Parent)      Signed: \_\_\_\_\_  
 (student)