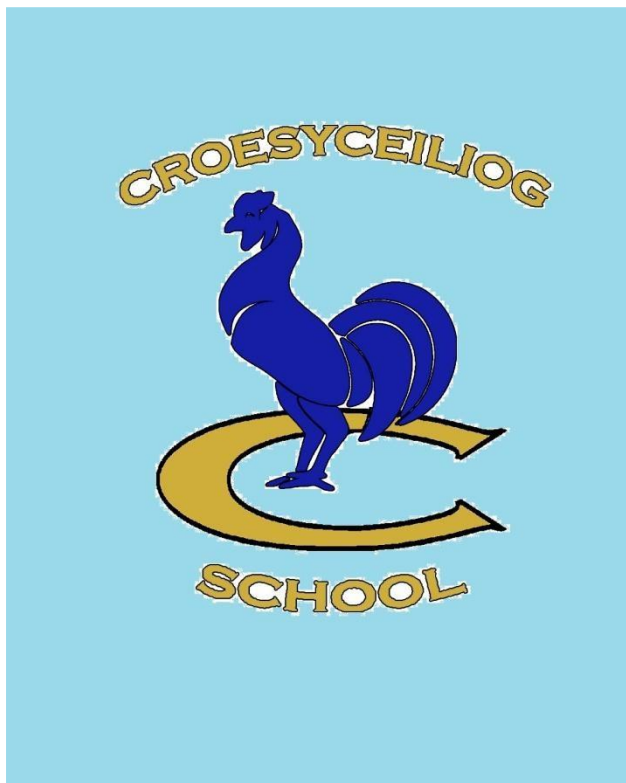


2023 – 2026

Croesyceiliog School Mobile Phone Policy



2023 – 2026

Mobile Phone and digital devices policy

Croesyceiliog School recognises that communication through mobile technologies has become an accepted part of everyday life but such technologies need to be used responsibly. Our school understand that parents/carers give their children mobile phones in order to ensure protection from everyday risk including personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents (and children) reassurance that they can contact their child if they need to speak to them urgently.

This policy refers to mobile phones, however, the term also incorporates the use of other electronic devices including, but not limited to, iPods, ear pods, digital cameras and electronic games

Responsibility

- It is the responsibility of students who bring mobile phones and digital devices to school to abide by the guidelines outlined in this document.
- The decision to provide a mobile phone to their child should be made by the parent or carers and it is of great importance that the parents/carers make themselves aware of the risks of using a mobile phone.
- The school cannot accept responsibility for any loss, damage or cost incurred due to the use of mobile phones and/or digital devices in school. The parent/carer should be aware that if their child takes a mobile phone and/or digital devices to school it is assumed household insurance will provide cover in the event of loss or damage.
- Parents/carers are reminded that in the case of emergency, the school reception is a vital and more appropriate point of contact, as they can assure your child is reached quickly and can be assisted in the relevant way. Passing on messages through the school reception also reduces the likeliness of disruption to lessons.
- All stakeholders have a responsibility to safeguard students and staff. Any misuse of a mobile phone deemed to put a member of staff or a child at risk must be reported as a matter of urgency.

Acceptable uses

- Mobile phones and /or digital devices must not be seen or heard inside the school building at any time during the school day.
- Mobile phones need to be switched off and kept in bags during lessons and while moving between lessons. So that this can happen, we request that in the case of emergency parents/carers contact their child through the school. This also allows us to be aware of any potential issues.
- Students should protect their phone number by only giving it to close friends and family, in order to reduce the risk of cyber bullying and protect the student against threats or unpleasant messages.
- If a student requests to leave a lesson and is given consent by their teacher they must leave their mobile phone in the classroom.

Unacceptable uses

- Unless clear permission is granted by the teacher, mobile phones should not be used for any purpose during the lesson or other educational activities such as assemblies.
- The Bluetooth function is to be switched off and must not be used to send images or files to random students during school hours.
- Mobile phones must not be disruptive to lessons, either through the phone being on loud or music being played. They must be switched off and in the student's bag during lessons.
- Using mobile phones to bully other students is not acceptable and will not be tolerated. If the use of technologies humiliates, embarrass or causes offence it is unacceptable regardless of whether 'consent' was given. In some cases it can constitute criminal behaviour.
- It is forbidden for students to use their mobile phones to video or take pictures of another student, whether or not it is with the intent of humiliating them. This causes a safeguarding concern and will be treated as such. Misuse of mobile phones / digital devices includes taking photos or filming any member of staff without their consent. It is a criminal offence and can be considered harassment and even if deleted nearly all calls, texts and emails can be traced.

Inappropriate conduct

- Mobile phones are banned from all examinations. Students must hand their phones in to invigilators before entering the exam hall. Any student found in possession of a mobile phone can face disqualification from that exam and all other exam papers.
- Any student using vulgar or derogatory language whilst using their mobile phone will face disciplinary action.
- Students must ensure that files stored on their phone do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence.

Sanctions and confiscation of devices

- Students who infringe the rules set out by this document could face having their phones confiscated by teachers. If the phone is being used inappropriately, this is under teacher discretion and must be given to the teacher when requested.
- For the first offence the mobile phone will be confiscated by the staff member and taken to a secure place within the school office. The student will then be able to collect their phone from reception after 3.05 pm and a record of the incident will be made.
- For the second infringement the phone will be confiscated by the staff member and taken to a secure place within the school office. The student will still be allowed to collect their phone from reception at the end of the day. However, this time an after

school detention will be given by the students head of year and the parent/carer will be notified with a phone call or letter.

- The third offence will result in confiscation of the phone and another after school detention for the student. This time the phone will only be able to be collected by the parent/carer of the student at the end of the school day.
- Failure to comply with any of the sanctions above will lead to the incident being passed on to a member of the senior leader team. This in turn will lead to more severe sanctions being given.

Theft and damage

- To reduce the risk of theft the school advise that students leave phones in a secure compartment in their bag when they arrive and not 'advertise' them to other students.
- Similar to the school's procedures with regular lost property, any phones that are found will be handed to reception.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school also accepts no responsibility for any mobile phones lost or stolen whilst travelling to and from school.
- It is strongly advised that students use pins/passwords to ensure their data is protected, this in turn will also reduce the risk of theft.
- It should be noted by parent/carers that lost or stolen mobile phones in the U.K can be blocked by the mobile network provider, making them worthless and unusable to anyone other than the rightful owner.