



Mobile Phone Policy & Guidance

Mobile Phone Policy

Mobile phones are having an impact on every school.

After consultation with the school's Student Council, the Governing Body has adopted the following policy:

- Mobile phones must only be used in cases of genuine need and not used simply for 'Gossiping' or 'Chatting'.
- Courtesy, consideration of and respect for others are paramount at all times.
- Electronic devices brought in, kept at, or used in school are the responsibility of the user. Under no circumstances will the Governing Body of Highcliffe School accept responsibility for their loss or theft. Nor will the school accept responsibility for any adverse effects on health caused by the use of such devices whether potential or actual.
- It should be noted that the mobile phone is a highly lucrative item for thieves. As such, electronic devices should therefore be securely stored when not in use. (Highcliffe is in the fortunate position to be able to provide lockers for our students). Owners may wish to look at insuring their mobiles against theft.
- Mobile phones must be switched off or placed into 'Flight Mode' during lessons and should not be used/seen in lessons, private study times, assemblies and any other learning activity unless explicitly allowed by your teacher.
- Mobiles should **not** be used to contact home in cases of medical need. Any student needing to contact home for this purpose should make contact via the Student Support Office.
- They should not be used in any manner or place that is disruptive to the normal routines of the school or to the learning of others.
- Mobile phones must **NEVER** be taken into an examination room in accordance with the examination boards' rules and regulations.
- If the mobile phone has a camera facility it should be used in a responsible manner. As with any camera, you should always seek the permission of others if you wish to take their picture – not doing so is invading others' privacy and their personal safety.
- Any photos taken should be linked to your learning (with permission from teacher) and should never be published on the Internet or passed to any other party. These cameras must never be used to photograph any form of sporting activity or performance. They should **NEVER** be used within changing rooms, toilets or other 'sensitive' areas of the school.
- Video recordings on mobile phones are **NOT** to be taken at School unless as part of an agreed/authorised learning activity (with a teacher). They must never be published on social media or video sharing internet sites.
- If a user of a mobile phone receives any communication that could be portrayed as menacing, causing harassment or offence to others, they should report it to a member of staff immediately.
- The use of MSN Messenger, other 'real-time' messaging systems and 'blogging' (web logging) systems should not be used at school in accordance with the schools ICT policy.
- With many mobile phones now 'doubling up' as MP3 players (or other music file formats), owners should make sure that these are not used in school (including outside and in corridors).
- Mobile phones should never be used to send unsolicited messages (voice, SMS, MMS or other types) to people who have not given their permission. This includes 'Blue Jacking' (connecting to other phones via Bluetooth anonymously). It is advisable to disable the 'find me' or 'discoverable' Bluetooth mode on the phone.
- It is advisable to protect phones with security marking and codes. This is a free service offered by the police.

- If students unexpectedly receive text messages referring to their mobile phone being 'tracked', this may be someone using a mobile phone tracking system to locate the owner. Students should notify a member of staff and their parents immediately.
- **It is a criminal offence under Section 127 of the Communications Act 2003 and the Malicious Communications Act 1988 to use a mobile phone to menace, harass or offend another person. The school may involve the police should such an action occur.**
- Any mobile phones confiscated due to a condition of this policy being broken will be taken to the Student Support Office, be placed into a named envelope and stored securely. The confiscated mobile may be collected by the student at the end of the school day. Students will be asked for identification.
- Repeat confiscation may result in the school requiring a parent to collect the mobile phone from school.

If the user of a mobile phone breaks any condition of the above policy the phone will be confiscated by the school and normal school behaviour sanctions will be invoked.

If a phone/digital camera contains any inappropriate photos, videos or other digital content then the school reserves the right to delete this content. If appropriate, the school may take copies of the inappropriate content and pass this copy or the phone to any relevant agencies. Any material the school retains will be deleted once subsequent investigations have taken place.

In summary, the school understands the importance of mobile phones, with the challenge being controlling their use during school time and allowing appropriate, sensible and safe usage for all the community.

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.