



**NORTH LEAMINGTON  
SCHOOL**

**MOBILE PHONE POLICY**

November 2014

## CORE PURPOSE

We are **committed** to keeping up to date with technology to support learning at NLS but only when used in a way that enhances learning and keeps all members of NLS community safe.

We will provide **opportunities** for students and staff to engage with and develop new technologies where relevant.

We encourage and support the **respectful** use of any technology to enhance learning as long as it follows school protocols and keeps everyone safe.

We are committed to using new technologies that will bring about **excellence** in all of our work.

### **Rationale**

Mobile phones are now a feature of modern society and most of our students own one. Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The high value of many phones
- The integration of cameras into phones leading to potential child protection and data protection issues.
- The potential to use the phone, e.g. for texting whilst on silent mode.

It is not realistic to prohibit phones being brought to school, nor is it logistically possible for schools to collect phones in each morning and return them in the afternoon. It is our policy to allow pupils to have a mobile phone with them in school under the conditions outlined in the policy below.

## SCHOOL POLICY - STUDENTS

North Leamington School recognises that parents / carers may wish their children to have mobile phones for use in cases of emergency. However, mobiles can be used inappropriately and are potentially targets for theft and bullying. The school sees no reason for students to bring other electronic music or games devices to school. The Governing Body has, therefore, adopted the following policy which will be rigorously enforced.

- Mobile phones and other electronic music or games devices **should not be used on school premises by students in school hours or during on-site extra-curricular activities or examinations.** Students should keep them on silent mode and out of sight. The only exception to this is during social times where they can be used in designated social areas (excluding the dining room).  
The only exception to this will be if a member of staff has specifically planned to use them to enhance the learning in their lesson. E.g as a calculator, to take a photo of their work etc.
- In the case of trips, visits, exchanges and other off-site activities, their use is not allowed unless specifically permitted by the teacher in charge. Arrangements for what will be acceptable will be clarified by the lead teacher through their correspondence with parents / carers.
- In very unusual circumstances, such as a family emergency, students should seek staff permission (College Leader) to use their phone or go to student services where they will be able to use a school telephone. If parents need to contact their child urgently they should phone the school office and a message will be relayed as quickly as possible. It is inappropriate to be contacting students when they are in lessons.
- Students who ignore this policy and use a mobile or other unauthorised device on school premises without permission will be required to give their phone/device to a member of staff and will be able to collect it at the end of the day. **Failure to hand the phone/device over to a member of staff when requested, will lead to serious sanctions such as Isolation. We ask that parents support us in this Policy so that students are aware that this is a shared responsibility.**

- If a member of the staff of the school has any suspicion that a mobile phone has unsuitable material stored on it, students will be required to hand over the phone to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to our PCSO for further investigation. Parents will need to recover the phone from the PCSO in such circumstances.
  - Students are strongly discouraged from bringing phones into school because of their value and potential for safeguarding infringement. If staff are made aware of students taking photographs or videoing other students or members of staff then students will be required to hand over the phone to a member of staff and parents will be asked to collect it from a senior member of staff. Failure to hand the phone/device over to a member of staff when requested, and depending on the seriousness of the incident could lead to serious sanctions such as Isolation or exclusion.
  - Students remain responsible for their own property and will bear the responsibility of any losses.
  - Any failure to comply with the above guidelines may result in disciplinary action to be taken up to and including the consideration of permanent exclusion of the student concerned.
- Sixth Form students are subject to this policy except within the boundaries of their social area. Any misuse of this policy will result in the same sanctions as the remainder of the school.

**Parents should be aware that whilst there are obvious benefits to students having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons. In the case of other electronic devices, the risks far outweigh any leisure benefit. The wearing of headphones in particular is a safety risk when on busy corridors etc. and is not permitted in lessons or moving between lessons. The only time headphones can be used are during social times and in designated social areas.**

**We would also like to alert our parents/carers to the risks that using a mobile phone has while walking to and from school. Students who are concentrating using their phone can reduce the general safety awareness of a child. This may result in road accidents and/or injury if a child is not paying attention to their surroundings.**

#### **Responsibility for mobile phones:**

School accepts no responsibility **whatsoever** for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and students to ensure mobile phones are properly insured. If students do bring their phones into school; during PE and Dance lessons staff will offer to collect in phones but **will not** take responsibility for any phone that is not handed in.

#### **GENERAL ADVICE AND GUIDANCE ON THE SAFE USE OF MOBILES**

Using your mobile can be great fun but you need to be careful and keep safe.

- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it could become public before you know it.
- Students do not have permission to photo or film NLS staff without permission
- No filming of school activities is to be posted on the internet or social networking sites such as You Tube or Facebook without permission from a senior member of staff.
- Don't give out your number or friends' numbers to people you don't know, especially in Instant Messenger or Chat Rooms.
- Keep your security code or PIN number private.
- If you get texts, which upset you, don't reply but keep a record and tell an adult. In serious cases you can report it to the police.
- If you receive an inappropriate, offensive or embarrassing image or text about someone don't forward it to others.

- Distributing sexual images of other young people is harassment and could be illegal. If you receive something like this tell an adult immediately.
- See Kidsmart at [www.kidsmart.org.uk](http://www.kidsmart.org.uk) for more information on staying safe, leaflets and interactive games.

### **BENEFITS**

- Students can use phones in cases of emergency.
- Students may feel more confident knowing they can make contact with someone if in difficulties.

### **THE POTENTIAL DISADVANTAGES**

- Mobiles are valuable and can be lost or stolen.
- Mobiles can disrupt teaching and learning.
- Inappropriate use of mobile phones can result in serious sanctions being taken.
- Students can be bullied by text messaging or silent phone calls.
- Mobiles can be used to communicate inappropriate material.
- Unsuitable people are known to use mobile phones and text messages to make inappropriate contact with young people.

NB: This policy should be read in conjunction with the Behaviour and Safety Policy and the Anti-Bullying Policy

### **SCHOOL POLICY - EMPLOYEES**

The school accepts that employees will bring their mobile phones to work. The Governing Body has, therefore, adopted the following policy.

- As a general rule, employees are not permitted to make/receive calls/texts during work time. (excluding break/lunch times)
- Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a locker or bag and not be left on display.
- In the event that an employee has a particular reason for a specified period of time, they may request via the Headteacher that they leave their phone on during working hours.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children (see NLS Child Protection Guidelines for Staff for further advice).
- Mobile phones should not be used in a space where children are present (eg. Classroom, playground).

### **Approval and Review**

This Policy is reviewed in discussion with staff and governors.

**Effective from:** November 2013

**Approved by:**

**Review date:** November 2014

**Review leader:** Joy Mitchell, Headteacher