



ACCEPTABLE USE OF MOBILE PHONES

Purpose of Policy

The widespread ownership of mobile phones among young people requires that teachers, school support staff, students, parents and carers take steps to ensure that mobile phones are used responsibly in school. The challenges to high quality teaching and learning presented by social media and online gaming are ones that we specifically hope to address via the approach laid out in this document.

Rationale

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. The school therefore strongly discourages bringing mobile phones to school by our youngest students and has a clear set of rules for the older ones. This policy is designed as part of our duty of care to ensure students' personal safety and wellbeing whilst in school.

In recent years we have had increasing incidents of poor conduct where mobile phone and specifically social media misuse has been a feature. We will provide an increased level of input and advice to our students on responsible use of personal devices but feel that this education needs time to have an effect; we cannot expect our youngest students to effectively self-regulate. Our own Wi-Fi network is filtered and checked but many students now have full internet access via their own phone contract. We also strongly believe it is important that youngsters have time and space in school to talk face-to-face and thereby practice their social skills

Staff

Staff are bound by a number of Government/DESC acts, policies and guidance in terms of their own social media use and use of provided devices. Chief amongst these are the 'Electronic Communications and Social Media: Policy, Standards and Guidelines', 'Information Security Policy' and the 'Guidelines for the Use of Electronic Communications and Social Media' (see IOM Government website for copies). They should all be aware of the content and advice given within these policies and the school will ensure that any updates are highlighted via briefings/staff training.

Pupils

In general, pupils should not bring valuable items to school. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

Parents are reminded that in cases of emergency the school office remains the appropriate point of contact and by communicating in this way we can ensure your child is reached quickly and assisted in any appropriate way.

If pupils do bring their mobile phone to school it should be clearly marked with their name.

KS3 students

We have a '**Phone Free KS3**' at Castle Rushen High School. Students in KS3 must not use a phone at any time during the school day, anywhere on the school premises, including break and lunch times.

Where a parent deems it necessary, for reasons of security etc., that his/her KS3 child has a mobile phone for the journey to/from school, the pupil must ensure that the phone is turned off (not just on silent) and out of sight during school hours.

If a phone rings or is seen to be used during school hours it will be asked for and as soon as practically possible handed in at Reception until the end of the school day when it will be returned to the student by a member of staff. The school will ensure that phones/devices are stored safely and that they are returned to the correct person.

Repeated breaches of the school's stated 'Phone Free KS3' policy will result in communication with the parents and lead to the student being dealt with by under the school's behaviour policy.

Castle Rushen High School acknowledges that in a small number of exceptional cases (e.g. where the student has a medical condition monitored by an online application on a personal device) a KS3 student may be permitted to use a phone at certain points in the school day. Such cases would be considered and approval, where appropriate, would be granted for special exemption. The school would ensure that such exemption information would be shared with all staff.

KS4 students

Castle Rushen High School permits a '**KS4 Mobile Phone Privilege**', allowing for the appropriate use of mobile phones in school.

Phones should be on silent during lesson times and should be out of sight, unless express permission has been granted by the class teacher.

A teacher may allow students to use their own device as an alternative to using school devices if the student wishes to do so.

KS4 pupils are permitted to use their mobile devices at break and lunchtimes, provided this does not constitute inappropriate use (see Appendix I). These students are reminded that they are role models to KS3 students and high standards of mobile phone etiquette are expected of KS4.

If a teacher is concerned that a student's use of their phone is causing a distraction, the student will be required to switch the phone off and place the phone in the mobile phone box until the end of the lesson. This will then be recorded on SIMS.

Repeated infringement of the 'KS4 mobile phone privilege' will lead to a temporary removal of that privilege by HOY and/or LT and communication with parents. The nature of the removal of privilege will depend upon the details and frequency of the misuse of the phone and could result in the KS4 student being required to revert to protocols in place for 'Phone Free KS3'.

Pupils who refuse to comply with the appropriate use of phones in school will be in breach of the behaviour expectation to follow all reasonable instructions and, as such, the behaviour policy will be implemented in the usual way. Usual sanctions apply and these may include, in extreme cases, exclusion from school for a day.

KS4 students are reminded that phones and other personal devices are strictly forbidden in examinations.

KS5 students

As young adults, KS5 students are permitted to have mobile phones and are expected to exercise self-regulation and judicious, responsible and exemplary use of technology; acting as role models to younger students.

Any inappropriate use of a mobile device in or out of lessons will be discussed between the KS5 student and the member of staff. If the member of staff is not satisfied with the outcome of that conversation, or if the student repeatedly abuses the freedom of access to personal devices granted by the school to KS5 students, the issue will be referred on to the Head (or Deputy Head) of Sixth Form who will advise student and staff (and, if necessary, parents) as to the agreed next steps.

KS5 students are reminded that phone and other personal devices are strictly forbidden in examinations.

Parents

Castle Rushen High School requests that parents ensure any mobile phone or personal device coming in to school is clearly named.

Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures, via the school office.

For safeguarding reasons parents are advised not to use camera phones to take images on the school grounds. Parents should not place images of children taken at school on social media sites without permission from the parents involved.

Parents are advised that Castle Rushen High School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

Date of Approval by Governors:

Signed

(Chair of Governors)

Signed

(Headteacher)

Review Date:

Appendix I

Inappropriate Use of Mobile Phones

The following are examples of misuse but are not exclusive:-

- 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
- bullying, harassing or intimidating by message, image or email
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
- pupils 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
- pupils phoning parents immediately following an incident so that the ability of staff to investigate and deal with an incident is compromised
- publishing photographs of vulnerable pupils, who may be on a child protection plan, where this may put them at additional risk.
- photographing or filming staff or other pupils without their knowledge or permission.
- photographing or filming in toilets, changing rooms and similar areas
- sending inappropriate messages or posts to social networking or blogging sites
- participating in gaming websites/apps during school time
- any activity that could be classified as a criminal offense, this might include cyberbullying, underage gambling, hacking into another person's messages, theft etc.
- refusing to switch a phone off or hand over the phone at the request of a member of staff for collection at the end of the day, in the case of KS3 students, or for placement in a mobile phone box, in the case of KS4 students.