



The Robert Napier School

Acceptable Use Policy for Mobile Phones

Acceptable Uses of Mobile Phones

- Mobile phones should be **switched off** and kept out of sight at all times including break and lunchtime.
- Headphones should also not be visible (whether in ears or not) during lessons or during change over to lessons.
- Exceptions may be permitted only in exceptional circumstances if the parent/carer specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to your Director of Learning who will give the student a note to inform a teacher. Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.
- The school recognises the importance of technologies present in smart phone e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. Teachers may wish to utilise these functions to aid teaching and learning and pupils may have the opportunity to use their mobile phones in the classroom. On these occasions pupils may use their mobile phones in the classroom when express permission has been given by the teacher.

Unacceptable use of mobile phones and relevant sanctions

- Unless express permission is granted, mobile phones should not be switched on or in sight at any time. Mobile phones are only to be used in the event of an emergency and with permission from a member of staff. If students failed to follow this the following sanctions will result:
 - Students who infringe the rules above will have their phones confiscated by teachers. **Any** challenging, disruptive or aggressive behaviour shown to a member of staff will result in a separate sanction in accordance with the school's behaviour policy.
 - On the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to the House office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident.
 - On the second infringement the mobile phone would be confiscated by the teacher and taken to the House office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to their Director of Learning. The incident will be recorded.
 - On the third infringement the mobile phone would be confiscated by the teacher and taken to the House office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.
 - Should there be repeated disruptions to lessons caused by a mobile phones, the responsible student may face further disciplinary actions as sanctioned by the head teacher but are likely to involve inclusion and exclusion.
- Phones may not be used to record photographic images (still or video) or sound recordings at **any** times unless express permission has been given by a member of staff.
- Any acts to denigrate and humiliate a student and send pictures or videos to other students or upload it to a website for public viewing will result in a very serious sanction in accordance with the school behaviour policy. It is a criminal offence to use a mobile phone to menace, harass or offend another person and the school will always encourage parents to inform the police of such incidents.
- The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones. The bullying policy will be used to deal with any student found to be bullying and will result in an appropriate sanction.
- Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour. The bullying policy will be used along with appropriate sanctions.
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

Theft or damage

- Students should mark their mobile phone clearly with their names.
- Students who bring a mobile phone to school should leave it in their bag or blazer pocket when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' them.
- Mobile phones that are found in the school and whose owner cannot be located should be handed to the front office reception.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.
- Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.
- The school will take no responsibility for investigating lost or stolen phones. Students are advised to leave expensive phones at homes.