



St Peter & St Paul
Catholic Voluntary Academy
Pro Petro Paulo Patria

Policy Document
Status: Approved
Confidentiality level: Public

Mobile Phone Acceptable Use Policy (Students)

Policy Ref No. PMP 01

'I have come that they may have life and have it to the full'

John 10:10

The Ethos of St Peter and St Paul

"Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.

Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.

We develop our potential, celebrate our talents and go forward together in faith."

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

The uniqueness of the individual

We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

The search for excellence

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

The education of the whole person

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the school serves or is located in an ethnically diverse community.

The education of all

We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

Moral principles

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

Consequently, we still strive to ensure that:

Any person recruited to the service of the school, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the school and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

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1. Purpose

1.1. The widespread ownership of mobile phones among young people requires that academy administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly and do not impact on learning. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

1.2. St Peter and St Paul Catholic Voluntary Academy has established the following Acceptable Use Policy for mobile phones that provides teachers, students, parents and carers guidelines and instructions for the appropriate use of mobile phones.

1.3. Students, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones on to the Academy premises.

1.4. The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities both on the school campus and off-site.

2. Rationale

2.1. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well and appropriately and not detract from the core focus of learning.

2.2. Personal safety and security

Our School accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

3. Responsibility

3.1. It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

3.2. The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/mis-use of those capabilities.

3.3. Parents/carers should be aware if their child takes a mobile phone to school. It is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

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3.4. Parents/carers are reminded that in cases of emergency they must contact the school first so we are aware of any potential issue and can make the necessary arrangements. In cases of emergency, the school reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

3.5. Students should protect their phone numbers by only giving them to close 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.

4. Acceptable Uses

4.1. The school recognises the importance of emerging technologies present in modern mobile phones. Teachers may wish to utilise these functions to aid teaching and learning and students may have the opportunity to use their mobile phones in the classroom. On these occasions students may use their mobile phones in the classroom when express permission has been given by the teacher. The use of personal mobile phones in one lesson for a specific purpose does not mean blanket usage is then acceptable.

5. Unacceptable Uses

5.1. Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school. They should be switched off during the Academy day i.e classroom lessons, while moving between lessons and at any time a student is on the Academy site. Mobile phones should not be visible or audible, either intentionally or accidentally, at any time.

5.2. Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities.

5.3. Using mobile phones to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.

5.4. It is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

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5.5. 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.

5.6. Should there be more than one disruption to lessons caused by a mobile phone the responsible student may face disciplinary actions as sanctioned by the Head of House. This may include a mobile phone ban in school.

6. Theft or damage

6.1. Students who bring a mobile phone to school should ensure it is kept out of sight in their bag 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' they have them.

6.2. Mobile phones that are found in the school and whose owner cannot be located should be handed to the admin office or reception.

6.3. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

6.4. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

6.5. 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.

7. Inappropriate conduct

7.1. Mobile phones are banned from all examinations. Any student found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.

7.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.

7.3. Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action. *[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.]*

7.4. Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence.

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8. Sanctions

8.1. Students who infringe the rules set out in this document will face having their phones confiscated by teachers. If the phone is being used inappropriately the student must give it to a teacher if requested.

8.2. On the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to a secure place within the school 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.

8.3. On the second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone. It will be the responsibility of the parent to pick up the mobile phone.

8.4. On the third infringement the mobile phone would be confiscated and taken to a secure place and a total ban would be imposed. Parents will be notified that any further incidents would result in further sanctions being imposed.

8.5. On the fourth infringement the student would be served with an isolation. Parents will be informed that further incidents would result in a fixed term exclusion.

8.6 On the fifth and any subsequent infringements the student would be served with a fixed term exclusion.

As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident – of a serious nature - being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

I understand that the school will not accept any responsibility for loss, damage or theft of a mobile phone.

This Policy is linked with:

- Behaviour Policy
- Safeguarding Policy