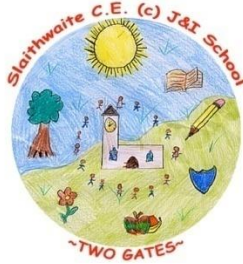


# Slaithwaite CE J & I School



# Pupil mobile Phone Policy

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## **Introduction**

Mobile phones and, in particular, the new generation of smart phones, such as the iPhone, now include many additional functions such as an integrated camera, video recording capability, instant messaging, mobile office applications and mobile access to the internet. These allow immediate access to email, searching for information on the internet and other functions such as access to social networking sites e.g. Facebook, twitter and blogging sites.

For many young people today the ownership of a mobile phone is considered a necessary and vital part of their social life. When used creatively and responsibly the smart phone has great potential to support a pupil's learning experiences. There are a growing number of primary pupils who now have personal ownership of a mobile phone, including the smart phones with internet capability.

### **Rules for the Acceptable Use of a mobile phone in school by pupils:**

**Pupils here at Slaithwaite CE J & I must not bring mobile phones into school. A parent may make a personal request to the Headteacher which may allow their KS2 child to bring a mobile phone into school if this is needed for contact after school if the child is going to another friends home for tea or to a different parent. On such occasions the mobile phone will be kept in the classroom safe box until the end of the day. Children should not use the phones on site before or after school.**

Types of incidents of misuse of mobile phones in school and outside school.

Examples of misuse include:

- bullying by text, image and email messaging
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- 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
- general disruption to learning caused by pupils accessing phones in lessons
- 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 such as on Facebook or YouTube
- pupils phoning parents immediately following an incident so that the ability of staff to 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
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)

## **Dealing with misuse of a mobile phone in school**

Slaithwaite CE J & I School, in agreement with the Governing Body, will apply the same principles set out in the school behaviour policy, for mobile phone misuse in school, with the response being proportionate to the severity of the misuse.

School will identify a designated member of staff (Laura Connolly) to deal with serious incidents of misuse, and in particular ensure support is provided for the victim in cases of 'cyberbullying'.

Pupils and parents are made aware that serious misuse may lead to the confiscation of the mobile phone, communication with parents and the imposition of other sanctions, up to and including exclusion from school. In some instances an offence may have to be reported to the Police<sup>1</sup>.

School will ensure all staff know the correct procedure to follow where a mobile phone has been confiscated. This will ensure that the confiscation is correctly recorded and that the phone is kept securely.<sup>2</sup>

Where it is deemed necessary to examine the contents of a mobile phone this will be done by a designated member of staff, usually the Head teacher. The action will be properly recorded in case it later becomes evidence of criminal activity. The record will include the time, who was present and what is found.

## **Unacceptable use**

**Slaithwaite CE J & I School will consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy resulting in sanctions being taken.**

- Bullying, harassing or intimidating staff or pupils by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
  - Using the mobile phone outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time
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## Sanctions

Pupils and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines following the schools behaviour policy. In addition

- Pupils and their parents should be very clear that the school is within its rights to confiscate<sup>3</sup> the phone where the guidelines have been breached.
- If a phone is confiscated school will make it clear for how long this will be and the procedure to be followed for its return.
- Pupils should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected
- If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate sanction may be permanent exclusion. School will consider the impact on the victim of the act in deciding the sanction and parents will be involved.

## Confiscation procedure

If a mobile phone is confiscated then :

- the pupil or their parent will be informed that the phone can be collected at the end of school day *from the school office or designated person.*
  - the confiscation will be recorded in the school behaviour log for monitoring purposes
  - schools will ensure that confiscated equipment is stored in such a way that it is returned to the correct person
  - in the case of repeated misuse the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone. This may be at the end of a week, a half term or longer
  - where a pupil persistently breaches school guidelines, following a clear warning, the Head Teacher may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or permanent ban.
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## **Where the phone has been used for an unacceptable purpose**

- The Head Teacher or a designated staff member will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless these are being preserved as evidence.
- If required evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen
- Advice will be sought from the Local Authority and/or the police (general response number 101 or use the local Police Community Constable)
- School will consider whether an incident is serious and this will be reported to the school safeguarding officer
- The designated staff member will monitor repeat offences to see if there is any pattern in the perpetrator or the victim which needs further investigation.

## **Support for the Victim**

Where an incident has involved the victimisation, harassment, alarm or distress of another pupil or member of staff, the school will provide support for the victim. This should be discussed with the victim's family or where the incident involves a member of staff, appropriate support should be obtained. This might be the designated staff welfare person or the victim's Union.

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This statement of Guidelines will be subject to regular review and updating in order to ensure that the personal safety of Pupils and school staff is protected and that the learning environment is not disturbed by current or emerging technology.

**Review Date:** September 2022

**Responsible person :** Mrs Elaine Bradley

## **Appendix 1 - Guidance on Confiscation**

DfE guide on screening and searching - What the law allows

"School staff can search a pupil for any item banned under the school rules, if the pupil agrees "

"School staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to school discipline"

**See below for full document**

<http://www.education.gov.uk/schools/pupilsupport/behaviour/f0076897/screening>

## **Appendix 2 - Legal context**

### **Common Offences Related to the Misuse of Mobile Telephones**

The key to both offences below is that the message/picture/video is actually **SENT** .  
(If it is only stored on a device the offence is not complete.)

#### **1. Malicious Communications Act 1988**

It is an offence to send an indecent, grossly offensive or threatening letter, electronic communication or other article to another person with the intention that it should cause them distress or anxiety

### **Communications Act 2003**

Section 127 covers all forms of public communications

127(1) a person is guilty of an offence if they-

- a) send by means of a public electronic communications network a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or
- (b) causes any such message or matter to be so sent.

127(2) A person is guilty of an offence if, for the purpose of causing annoyance, inconvenience or needless anxiety to another, they -

- (a) send by means of a **public** electronic communications network, a message that they know to be false,
- (b) causes such a message to be sent; or
- (c) persistently makes use of a public electronic communications network

## **Appendix 3 - Police response to an incident in school**

Extract from the Home Office guidance on the action police should take if a crime may have occurred in school.

*In order to sustain the disciplinary authority of schools, this guidance clarifies*

*the general principles of NCRS as they apply specifically to incidents on school premises.*

*When police have reported to them an incident which took place on school premises, including those witnessed by, or reported directly to, **officers working in the school**, which they would normally record as a notifiable offence **will, in the first instance, invite the victim or the person acting on their behalf to report the matter to the head teacher to be dealt with under normal school discipline procedures.** Such reports should be recorded as an incident only, until or unless:-*

*(a) they judge it to be a serious incident as defined below; [see full document]*

*(b) having brought the matter to the attention of the school in line with good practice (see references to guidance papers below), they receive a formal request from the school to create a crime record; or*

*(c) the child, parent or guardian or the child's representative asks the police to create a crime record.*

For full description see Annex E : Crime Recording by Police Officers working in Schools

<http://www.homeoffice.gov.uk/publications/science-research-statistics/research-statistics/crime-research/counting-rules/count-recstan?view=Binary>

## **Appendix 4 - sources of help**

### **Resources**

Resources are available to support teachers, parents and Pupils to promote the safe use of mobile phones and other technologies both in school and at home. Below is a note of the resources available and a short description of what each one contains. These resources have been drawn from a variety of sources, including the Mobile Network Organisations.

- The **O2 Nuisance Call Bureau** provide practical help and advice to schools - whether they're having serious problems relating to bullying on mobile phones, nuisance calls or texts, happy slapping, or any other issues. Further information is available from

<http://protectourchildren.o2.co.uk/AdviceForSchools.jsp>

- **Mobile phone guide for parents from Orange**

[http://www1.orange.co.uk/safety/images/guide\\_for\\_parents.pdf](http://www1.orange.co.uk/safety/images/guide_for_parents.pdf)

- **Orange Educational resources** on the safe and secure uses of mobile phones, and access to the "Incoming message" video and support materials

[http://www1.orange.co.uk/about/corporateresponsibility/quicklinks/educational\\_resources.html](http://www1.orange.co.uk/about/corporateresponsibility/quicklinks/educational_resources.html)

- **Orange**  
<http://www.orange.co.uk/communicate/safety/>

- **Mobile Network Operators and Regulators**  
<http://protectourchildren.o2.co.uk/PreventBullying.jsp>

- **T-Mobile**  
<http://www.t-mobile.co.uk/personal/pages.do/corpinfo/about-tmobile/corporate-responsibility/landing>

- **For Pupils**

Newsround article on happy slapping including advice for students on what to do if it happens to them

[http://news.bbc.co.uk/cbbcnews/hi/newsid\\_4490000/newsid\\_4498700/4498719.stm](http://news.bbc.co.uk/cbbcnews/hi/newsid_4490000/newsid_4498700/4498719.stm)

- respectme 's cyberbullying resource page:  
<http://www.respectme.org.uk/What-is-Cyberbullying.html>

- **Cybermentors**  
<http://cybermentors.org.uk/>

- **Childline**  
<http://www.childline.org.uk/>

- **For parents/carers**

*Mobile phones: What parents need to know* provides help and advice about modern mobile phones for families and carers.

[http://www1.orange.co.uk/documents/regulatory\\_affairs/guide\\_for\\_parents.pdf](http://www1.orange.co.uk/documents/regulatory_affairs/guide_for_parents.pdf)

- **Child Exploitation and Online Protection Centre**  
<http://www.ceop.police.uk/>

## Appendix 5

Benefits of using a smart phone in the classroom

<http://www.guardian.co.uk/education/2011/may/10/mobile-phones-teaching-device>





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## Appendix 6

I give my permission for my son/daughter to bring a mobile phone to school. I understand the phone will be placed in the school safe until the end of the school day.

Signed \_\_\_\_\_

Child's name \_\_\_\_\_

Date \_\_\_\_\_