

14 – 16 College – Mobile Device Policy

Effective Date: May 2019
Version Number: 2
Author: Carol Nield
Review Date: July 2020
Approved by: PODC 14 May 2019

Table of Contents

Introduction	1
Acceptable use of mobile phones	1
Unacceptable use of Mobile Phones	2
Contact with parents	3
Sanctions	3
Responsibility for mobile phones	4
Review	4

1. Introduction

- 1.1 It is recognised that mobile phones are a feature of modern society and that almost all students will own one and some parents/guardians prefer their child to have their phone with them for safety and security reasons on the way to and from College. It is also recognised that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.
- 1.2 The increasing use of smart phones also means that the phone is now used as a tool for much more than just making phone calls. Increasing sophistication of mobile phone technology with the integration of cameras, video recording capability, instant messaging, mobile office applications and mobile access to the internet allows immediate access to email, searching for information on the internet and access to social networking sites e.g. Facebook, Twitter, Instagram and Snapchat.
- 1.3 When used creatively and responsibly, the smartphone has great potential to support a student's learning experiences. However, the consequences of misuse can be serious. Bullying, intimidation and harassment are not new in society; however, bullying using a mobile phone represents a new challenge for schools and College's to manage. Examples of misuse include:
- The deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass or intimidate by publishing to a wider audience such as on Facebook or YouTube;
 - Bullying by text, image and email messaging;
 - The use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages);
 - The posting of material on social networking sites with no thought to the risks to 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 students;
 - General disruption to learning caused by students accessing phones in lessons;
 - Pupils phoning parents immediately following an incident so that the ability of staff to deal with it is compromised;
 - Publishing photographs of vulnerable students who may be on a child protection plan, where this may put them at additional risk.
- 1.4 This policy sets out outline the expectations of the College on student use of mobile phones and other wearable technology and gives clear guidance to staff, students and parents about the consequences of breaches of this Policy.

2. Acceptable Use of Mobile Phones

As a College we believe it is important that we prepare young people to use modern technology in a safe and responsible way and in a manner which does not impact on teaching and learning. The College's policy on the use of mobile phones is therefore as follows:

- 2.1 Students may bring a phone into College for use before 8.45 am, at break time, and lunch time. Outside of the above times, phones must be kept switched off (not on silent mode) and kept out of view.
- 2.2 With the express permission of a member of teaching staff, mobile phones may be used in class as a teaching/learning tool. This permission will apply to a single lesson only and cannot be assumed to be permission for the phone to be used in any other lesson.

3. Unacceptable Use of Mobile Phones

- 3.1 Phones and any other digital equipment must not be used for any purpose during lessons or in the changeover period between lessons. This includes:
 - phoning,
 - texting,
 - surfing the internet,
 - listening to music,
 - taking photographs or videos
 - Social media
- 3.2 Mobile phones must not disrupt classroom lessons with ring tones, music or beeping. They must be turned off during and in between lessons.
- 3.3 The loud speaker function on a mobile phone must not be used at any time on College premises.
- 3.4 The College considers any of the following to be unacceptable use of the mobile phone and a serious breach of the Behaviour Policy, resulting in sanctions being taken:
 - Photographing or filming staff or other students without their knowledge or permission.
 - Posting photographs or other material about a member of staff or another student online without their knowledge or permission.
 - Photographing or filming in toilets, changing rooms and other similar areas.
 - Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
 - Using vulgar, derogatory, or obscene language while using a mobile phone on College premises.
- 3.5 A mobile phone must not be used to bully and or threaten other students or staff. Cyber bullying will not be tolerated and it is a criminal offence to use a mobile phone to menace, harass or offend another person regardless of whether 'consent' was given. As such, in cases of serious misconduct, the College may consider it appropriate to involve the police.

- 3.6 Using a mobile phone outside College hours to intimidate or upset staff or students will be considered a breach of this policy in the same way as unacceptable use which takes place during the College day.
- 3.7 Mobile phones cannot be used in exams, even as a calculator. Phones must be switched off and left in bags placed at the front of the examination room.

4. Contact with Parents/Carers

- 4.1 Students are not permitted to contact parents/carers from their mobile phone to arrange to go home during the College day. If a student is ill and feels they need to go home, they must see the Assistant Head or Deputy Head who will contact parents/carers to make the appropriate arrangements.
- 4.2 Parents/carers must not contact students directly to arrange collection during the College day.
- 4.3 If a parent/carer needs to contact a student urgently during the College day this should be done through the 14 -16 office and a message will be relayed promptly.

5. Sanctions

- 5.1 Students who do not comply with this policy face having their phone confiscated by a member of staff and receiving a sanction which prohibits a mobile phone from being brought into College.
- 5.2 On the first infringement of this policy the mobile phone will be confiscated by the member of teaching staff and taken to the 14 – 16 office for safe storage. The student will be able to collect the phone at the end of the day. A record will be made of the incident and a letter will be sent home to the parent/carers to inform them that the student will be required to hand in their phone at the 14 – 16 College office before 8.45am each morning for one week.
- 5.3 On the occasion of a first confiscation, but where there are aggravating factors such as rudeness or aggression on the part of the student, the imposition of an additional sanction in accordance with the Behaviour Policy may be applied.
- 5.4 On the second infringement, the mobile phone will be confiscated by the teacher and taken to the 14 – 16 office for safe storage. Parents/carers will be informed of the situation and a request made that the phone is collected by a parent or carer. If a parent/carer fails to collect the phone it will be returned to the student after a period of 7 days with a warning that a further breach of the rules will result in the student being required to hand in their phone each morning by 8.45am for the remainder of the term.
- 5.5 On the third infringement the mobile phone will be confiscated by the teacher and taken to the 14 – 16 office for safe storage. Parents/carers will be notified and an after school, detention with a member of the 14 - 16 management team will be imposed. The students repeated infringements will be discussed with parents/carers and notification given that the student is not permitted to bring a mobile phone into College for the remainder of the term.

If a phone is brought to College, it must be handed in at the beginning of the day and collected at the end of the day. A warning will also be issued in writing advising that if there is a further infringement of the rules, the student will be required to hand in their phone each morning by 8.45am for the remainder of the academic year.

- 5.6 A student who refuses to hand over their mobile phone will be in serious breach of the Behaviour Policy. The conduct will result in a Red Book entry and be dealt with in accordance with the sanctions ladder set out in the Behavioural Policy.
- 5.7 Serious breaches in conduct, particularly involving bullying, will be dealt with by a member of the 14 – 16 management team. In such cases, parents/carers will always be notified. The sanctions for more serious incidents will be applied in accordance with the Behaviour Policy. and will depend on the circumstances, the offence, and the degree to which trust has been breached.

6. Responsibility for Mobile Phones

- 6.1 The College accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones or other digital equipment in the possession of pupils or confiscated by staff, and will not undertake any related investigation. It is the responsibility of parents and pupils to ensure mobile phones and other digital equipment are properly insured.

7. Review

- 7.1 Implementation of this policy will be monitored by the Assistant Principal, Life Skills & Young People to ensure it is consistently and fairly applied and reviewed annually.

Hugh Baird College

Balliol Road
Bootle
Liverpool
L20 7EW

Telephone

0151 353 4444

Email

enquiries@hughbaird.ac.uk

www.hughbaird.ac.uk