



# Mobile phone (acceptable use) Policy

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## Mobile Phone (acceptable use) Policy

### Scope and publication

This policy applies to all pupils at Oxford Spires Academy. This policy is available on the school website. This policy can be made available in large print or other accessible formats if required.

### Terminology & Clarification

- Students are not allowed to bring a Smart Phone to school. Students are allowed to have a traditional phone (basic phone) or a GPS tracker if parents want to track their child's location.
- A basic phone is a mobile phone that has no access to internet, apps or camera function.

### Policy Statement

This policy is based on the principles of mutual responsibility and respect of all parties involved in the use of mobile phones. It requires accountability on the part of the user for his or her actions. It is designed to assist in managing the safe and responsible use of basic mobile phones by students and involves parents and carers as partners in assisting their children in the proper use of basic mobile phones. It is underpinned by an overall requirement for students to exercise care and use their basic mobile phones in a considerate manner and to be aware of situations in which others could be affected by their actions. It makes clear that the privilege to bring a basic mobile phone to school may be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the school's requirements.

### Aims

- The widespread ownership of mobile phones among young people requires that teachers, students, parents, and carers take steps to ensure that mobile phones are used responsibly at school. 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 can continue to be enjoyed by our students.
- Oxford Spires 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 at anytime whilst on the school premises.
- Students, their parents, or carers must read and understand the Acceptable Use Policy before students are given permission to bring mobile phones into school.
- The Acceptable Use Policy for mobile phones also applies to students during school excursions and extra-curricular activities.



# Mobile phone (acceptable use) Policy

## Rationale

Smartphones are listed as prohibited item at Oxford Spires Academy. Students are not allowed to bring a smartphone to school. Students are allowed to have a traditional phone (basic phone) or a GPS tracker if parents want to track their child's location.

If a smartphone is seen or heard during the school day, it will be confiscated, held in reception and must be collected by a parent or carer. The student will also receive a sanction in accordance with our behaviour policy.

Possession of traditional 'basic' phone on site (No Apps, No Internet, No camera) is permitted but will be confiscated if a teacher sees it or hears it. Returned to the student at the end of the school day. The student will also receive a sanction in accordance with our behaviour policy.

### Failure to hand over a phone:

If a student fails to hand over a smartphone/basic phone a member of SLT will be called and the student will be sent home until a parental meeting has taken place.

This initiative and the authority to confiscate is supported by the Department for Education and is outlined here: [https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile\\_phones\\_in\\_schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf)

### Personal safety and security:

Oxford Spires Academy recognises that personal communication through mobile technologies is an accepted part of everyday life, but that such technologies need to be used well. Personal safety is vital, and it is the school's responsibility to make sure that students feel safe so that they can engage in their learning and develop as responsible caring young adults.

## Responsibilities

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- The decision to provide a mobile phone to their children should be made by parents or carers.
- Parents or carers should be aware if their child takes a mobile phone to school.
- Permission to have a mobile phone at school while under the school's supervision is contingent on parent or carer permission in the form of prearranged meeting between parents and the headteacher. The school may revoke approval at any time.

## Acceptable Use

**Parents are reminded that in cases of emergency, the Main School Reception (01865 428200) remains the vital and most appropriate point of contact and can ensure that their child is reached quickly and assisted in any appropriate way by calling this number.**

- Basic mobile phones should be switched off and kept out of sight throughout the school day.
- Basic mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.



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- The acceptable use policy also applies to students during school excursions, trips both on the school site and off-site.
- Smartphones must not be brought to school.
- Students should protect their phone numbers by only giving them to friends and keeping a note of to whom they have given them. 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, or picture messages.

## Unacceptable Use

**Students are not permitted to use mobile phones or personal headphones during school hours.**

- Unless express permission is granted, basic mobile phones should not be used to make calls, send SMS messages or use any other application at any time during the school day or during any other educational activities, such as excursions and extra-curricular activities. Basic mobile phones must not disrupt classroom lessons with ringtones or beeping.
- Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour. Any instances will be dealt with in accordance with the school's Behaviour Policy.
- 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 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.
- Basic 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.
- Should there be repeated disruptions to lessons caused by a basic mobile phone, the responsible student may face disciplinary actions as sanctioned by the Head Teacher. Students must not use their mobile phones to contact home during the school day. If a student needs to contact home, they must go to Student Services.

## Theft or damage

- Students should mark their basic mobile phone clearly with their name and keep a copy of the details of the phone including make, model, IMEI, etc. in case it is lost.
- Basic mobile phones that are found in the school and whose owner cannot be located will be handed into the Student Services.
- 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 should not be shared.



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- Lost and stolen mobile phones in the UK can be blocked within 48 hours across all networks rendering them virtually worthless because they cannot be used.
- The school will not take any responsibility for phones, electronic equipment, or valuables (including jewellery) during practical lessons, such as PE.

### Inappropriate conduct / Sanctions

- Any student/s caught using a basic mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Head Teacher. Electronic equipment may not be taken into an examination room by any candidate.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Head Teacher.
- Students using mobile phones to bully other students will face disciplinary action as sanctioned by the Head Teacher.

*[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Head Teacher is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.]*