



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 and is provided to all parents and pupils during the admissions process. This policy can be made available in large print or other accessible formats if required.

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 mobile phones by students and involves parents and carers as partners in assisting their children in the proper use of mobile phones. It is underpinned by an overall requirement for students to exercise care and use their 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 It makes clear that the privilege to bring a mobile phone to school may be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the school's requirements.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 during school hours (8.20am until 3.00pm).
- 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.

Rationale

Personal safety and security:

Oxford Spires Academy accepts that parents and 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



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that providing a child with a mobile phone gives parents and carers reassurance that they can contact their child if they need to speak to them urgently outside school hours

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 a signed copy of the home to school agreement. Parents, carers, or 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.

- Mobile phones should be switched off and kept out of sight throughout the school day unless express permission is granted to use them as part of the learning process.
- 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 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 between lessons.

Mobile phones should be switched off at all times unless express permission has been given by a teacher.

- 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 at any time during the school day or during any other educational activities, such as excursions and extra-curricular activities. 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



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to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

- 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 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 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.
- To reduce the risk of theft during school hours, students who carry a mobile phone are advised to keep them well concealed and not 'advertise' that they have them.
- 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.
- 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 changing rooms are locked while PE lessons are in progress. The school will not take any responsibility for phones, electronic equipment, or valuables (including jewellery) during practical lessons, such as PE.

Inappropriate conduct

- Any student/s caught using a 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 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 or phone calls. Students using mobile phones to bully other students will face disciplinary action as sanctioned by the Head Teacher.

Sanctions

Any student/s caught using a 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.



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[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.]