



Castle Tower

Mobile Phone Policy

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Castle Tower School recognises that mobile phones are now an important aspect of everyone's life and have considerable value, particularly in relation to individual safety. The school does **not** want pupils to bring their mobile phones to school. However we realise that pupils do want to have their phones in school so we want to encourage them to use them responsibly at all times.

This Policy explains how we want pupils to use their phones responsibly in school.

Mobile phones do present a number of problems:

- They are valuable items that can be stolen
- Their use can render pupils subject to potential bullying or inappropriate contacts
- They can disrupt the learning environment
- Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images

In light of the above these are our guidelines for the responsible use of mobile phones within school

1. Pupils **must** use phones responsibly at **all** times.
2. Castle Tower is a workplace; phones must be switched off and kept out of sight during and between lessons.
3. Pupils must ensure that files stored on their phones do not contain violent, degrading or pornographic images. The transmission of some information is a criminal offence. Pupils found to be responsible for this will have their phone confiscated; it will be have to be collected from the Principal by the parent / carer, or passed to the Police.

4. Cyber-bullying is completely unacceptable, pupils found to be responsible for this will have their phone confiscated; it will have to be collected from the Principal by the parent / carer, and passed to the Police. Should cyber-bullying take place outside school, it is **not** the responsibility of the school to deal with such matters. Parents/carers are advised to contact the police in such circumstances.

Rules and Consequences

1) Whilst the Governors give permission for phones to be brought to school, responsibility for the phone rests totally with the pupil and the school will take no financial responsibility for loss. The school bears no responsibility for confiscated items. It is the responsibility of the pupil to leave their phone/device in the office at the start of the school day and collect it from the office at the end of the school day.

2) Pupils must **not** use phones during or between lessons. This means that phones must not be used for making calls, checking the time, texting, be used as a calculator or to be used to access social networking applications. Phones etc must not be visible during or between lessons, they must be switched off and stored out of sight.

3) Head phones must not be worn during or between lessons unless permission has been given by a member of staff.

4) Pupils must not use phones to broadcast music unless given permission by a member of staff.

5) If phones are used at incorrect times pupils will be challenged, phones will be confiscated, and will be returned at the end of the day. If pupils dispute this, or offend persistently, parents will be asked to collect the phone from reception.

6) If there is an emergency which requires communication with home, pupils must speak to a member of staff who will deal with the matter. Parents / carers should phone reception and a message will be taken to the pupil.

7) Mobile phones cannot under any circumstances be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations.

8) **Pupils need to acknowledge that it is a privilege to be permitted to bring mobile phones to school and abuse of this policy may lead to a removal of this privilege.**

Child Protection

Staff should not use their phones to take pictures of pupils. If they use their own camera to take pictures of pupils they need to ensure that the pictures are deleted once they have been saved to school documents or printed for display use etc. This is an important child protection issue.

PLEASE SIGN THE ATTACHED SLIP TO INDICATE THAT YOU HAVE RECEIVED AND AGREE WITH THIS POLICY

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Reply slip for Acceptable Use of Mobile Phones

I understand that if I deliberately break the rules above that I could be stopped from using my mobile phone in school and my Parent/Carer will be informed.

Signature of Pupil: _____

Class _____

Signature of Parent/Carer: _____

Date: _____