



Mount Tamar
Aspire – Adventure – Achieve

Mount Tamar School
Mobile Phone Policy – incorporates Staff
and Pupils

Version Control

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Document Name	Meeting Submitted	Summary of Changes	Review Date
Mobile Phone Policy	SLT 7.11.16 Staff consulted 11.11.16 Approved by SLT 18.11.16	New Policy	Bi-annual autumn 18
Mobile Phone Policy	Staff consultation Parent consultation Sept Approved SLT:	changes to out of class usage	Bi-annual autumn 21

MOBILE PHONE POLICY – Staff

This Policy has been written in order to safeguard staff and pupils.

Failure to adhere to the contents of this policy will lead to disciplinary/safe guarding procedures being followed.

- Mount Tamar School allows staff to bring in personal mobile telephones for their own use.
- Staff bringing personal mobile telephones into Mount Tamar School must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones are turned off during contact time with pupils.
- Mobile phones can only be used in designated non pupils areas - these are the staff rooms and once outside the perimeter gates of the school building (front driveway) of the Row Lane Site. On the Aspire Sites, this should be a place where you are away from all pupils.
- If a member of staff is waiting for an emergency personal call then they may leave their phone on silent, after seeking permission from a member of SLT, and go to one of the designated non pupil areas to take the call if it happens.
- All calls to the emergency services from the Row Lane Site should be made by the administrative staff in the main school office and not on a staff mobile.
- It is the responsibility of all members of staff to be vigilant and report any concerns to a member of the Senior Leadership Team as part of the Whistleblowing Policy.
- Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

Aspire Staff and Staff working off Site (trips / visits)

- Where there is a need to notify of an emergency, staff may use their personal mobile phone to contact main site or the police.
- Emergency examples - Pupil absconded / Serious accident to staff or pupil / pupil or staff at risk / immediate CP issue
- These phone calls should be made, where possible, away from pupils.
- Those Aspire Centres and off site staff with an allocated SCHOOL mobile should use this phone on all occasions.
- Non emergencies should be dealt with by email.

Under no circumstances must you use your own mobile device for taking photographs. School devices only should be used for this.

Visitors /Workmen

Mobile phones are to be turned off. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times. This relates to workmen /visitors on site during the time when pupils are present in the buildings.

MOBILE PHONE POLICY -Pupils

1. Purpose

1.1. The widespread ownership of mobile phones among young people requires that the School staff, students, parents and carers take steps to ensure that mobile phones are used responsibly at the School.

1.2. Mount Tamar School Plymouth has established the following policy that provides staff, students, parents and carers guidelines and instructions for the appropriate use of mobile phones

1.3. Students, their parents or carers must read and understand the mobile phone policy as a condition upon which permission is given to bring mobile phones to the School.

1.4. The policy also applies to students during School trips, camps and extra-curricular activities both on the School campus and off-site.

2. Rationale

2.1. The School recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.

2.2. Personal safety and security

Our School accepts that parents/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 the School.

3. Responsibility

3.1. It is the responsibility of students who bring mobile phones to the School to abide by the guidelines outlined in this document.

3.2. The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/mis-use of those capabilities.

3.3. Parents/carers should be aware if their child takes a mobile phone to the School it is assumed household insurance will provide the required cover in the event of loss or damage. The School cannot accept responsibility for any loss, damage or costs incurred due to its use.

3.4. Parents/carers are reminded that in cases of emergency, the School office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through School reception also reduces the likelihood of disrupting lessons inadvertently.

4. Acceptable Uses

4.1. Mobile phones should be switched off and kept out of sight during school hours. Residential students may have their phones in Drake's House if using them appropriately up to bed time.

4.2. Mobile phones can be used during travel to and from school

6. Theft or damage

- 6.1. Students should mark their mobile phone clearly with their names.
- 6.2. Students who bring a mobile phone to the School should leave it in their bag when they arrive. To reduce the risk of theft during School hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- 6.3. Mobile phones that are found in the School and whose owner cannot be located should be handed to front office reception.
- 6.4. The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 6.5. The School accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from the School.
- 6.6. 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 may not be shared.
- 6.7. Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.

7. Inappropriate conduct

- 7.1. Mobile phones are banned from all examinations. Students **MUST** hand phones to invigilators before entering the exam hall. Any student found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.
- 7.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- 7.3. 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, and phone calls. Students using mobile phones to bully other students will face disciplinary action. [It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the School may consider it appropriate to involve the police.]
- 7.4. Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' - which is the sending of personal sexual imagery - is also a criminal offence.

8. Sanctions

- 8.1. Students who infringe the rules set out in this document could face having their phones confiscated by teachers. If the phone is being used inappropriately the student must give it to a teacher if requested.
- 8.2. On the first infringement of this policy the student will be warned
- 8.3. On the second infringement the phone will be taken to the School reception and students will be able to collect the phone after the end of their school day.