



# **HILBRE HIGH SCHOOL HUMANITIES COLLEGE**

## **THE PERMITTED USE OF MOBILE PHONES/DEVICES POLICY**

Author:  
Name of Committee approved:  
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Vinny Devonport  
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## THE PERMITTED USE OF MOBLIE PHONES/DEVICES (Years 7 - 11)

The use of the phrase 'mobile phones' in this Policy should be understood as a general reference to all devices that may be used to capture image, audio, or to send and receive digital data/information.

### 1. Purpose

- 1.1 Although mobile phone usage may be helpful on specific personal occasions, it is essential that a large community for learning specifies what is considered the appropriate usage of mobile phones. This Policy exists to ensure that learning and community life at Hilbre High School are not affected by the inappropriate use of mobile phones. In order to ensure the fullest support in this regard, parents and carers are required to familiarise themselves with the details of this document.
- 1.2 Hilbre High School has adopted the following PERMITTED USE OF MOBILE PHONES POLICY which outlines clearly the appropriate usage of mobile phones during the school day.
- 1.3 Students, parents/carers must read and understand the Policy as a condition upon which permission is given to bring mobile phones to school.

### 2. Rationale and responsibility

- 2.1 Hilbre High School recognises fully that the usage of mobile phones is part of everyday life, but it is important that such usage is appropriate.
- 2.2 The availability of a personal mobile phone may be useful in helping a student to feel safe while at the same time reassuring parents/carers. With such realities in mind, it is the responsibility of students who choose to bring mobile phones to school to adhere to the guidelines set out in this Policy.
- 2.3 Parents/carers should be aware that loss or damage to a student's mobile phone should be covered by household insurance. **Hilbre High School cannot accept responsibility for the loss to, damage to, or incurred usage cost for a student's mobile phone.** It is strongly advised that students mark their mobile phone clearly with their names. To reduce the risk of theft during school hours, students who carry mobile phones should keep them well concealed.
- 2.4 It is incumbent upon parents/carers to understand fully the capabilities of a mobile phone and what constitutes its proper and improper usage.
- 2.5 It is the responsibility of students who choose to bring a mobile phone to school to abide by the guidelines outlined in this Policy.
- 2.6. It should be understood that in cases of emergency, or reporting of illness, the School Office remains the student's first point of contact. Similarly, parents/carers are required to contact the School Office in the first instance, thus ensuring that their child/ward is contacted promptly and safely.

### 3. Permitted uses

- 3.1 Throughout the duration of the school day mobile phones should be switched to silent mode and retained out of sight. Mobile phones may be used outside the school

building between 11:10 - 11:25am and between 1:30 - 2:05pm. Mobile phone usage is not permitted during lesson changeover or during a lesson that takes place outside the school building (e.g. P.E.), or during any fire drill muster or school lock-down event. Additionally, mobile phones may not be used during authorised trips off site.

3.2 Students should protect their phone numbers, issuing them to close friends only. This practice will ensure that personal details are not accessed by those not known to the student, thus avoiding the risk of harmful or even threatening voice mail messages, text messages, or digital image messages.

3.3 Hilbre High School recognises fully that a range of technologies exist within the software of a mobile phone (camera, video recording, MP3, MP4 playback, internet access, blogging, etc.) and teachers may at times elect to instruct students to use such additional capability to support learning in the classroom. **It is only when expressly permitted to do so by the classroom teacher that a student is permitted to use their mobile phone in the classroom for learning purposes.**

#### 4. Unacceptable usage of mobile phones

4.1 The localised Bluetooth function of mobile phones must be switched off at all times and should never be used to send images or files to other mobile phones.

4.2 Mobile phones must not disrupt lessons with ring tones, music or any other audio alerts. These functions should be switched off at all times.

4.3 It is unacceptable to use mobile phones to threaten, intimidate, or bully other students. Such cyber bullying will not be tolerated and it is important to understand that using technology to humiliate, embarrass, or cause offence, irrespective of whether or not consent was given, may constitute a criminal offence.

4.4 It is forbidden for students to use mobile phones to video or photograph-image any act in order to demean and humiliate a student and then to send such images/footage to others, or to upload such images/footage to any public platform. It is also forbidden to video or photograph-image any member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and in the event of such unacceptable usage, the school may elect to involve the police. This rule also includes inappropriate use of Bluetooth tags and personal hotspots.

4.5 Students are responsible for the safe-keeping of their personal mobile phone and during PE mobile phones must be held securely in closed bags. Mobile phones must not be used in the changing rooms.

4.6 In the event of a student disrupting a lesson with a mobile phone more than once, disciplinary action will be taken and may result in a mobile phone ban for the individual.

4.7 Mobile phones are banned from all examinations. During such examinations, students are required to hand phones to invigilators. In the event of a student being found in possession of a mobile phone during an exam, the paper being taken will be disqualified.

4.8 Any student who uses a mobile phone in a way that may be deemed vulgar, derogatory or obscene will face disciplinary action.

4.9 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 others will face disciplinary action.

- 4.10 Students must ensure that all files stored on their mobile phones do not contain violent, degrading, racist, or pornographic images. The transmission of such images is a criminal offence and as such, the school may choose to involve the police.

## **5. Sanctions**

- 5.1 Students who infringe the rules set out in this Policy will, in the first instance, have their phones confiscated. Failure to respond to this request in an appropriate manner may result in a further sanction (internal or fixed-term exclusion). Confiscated phones will be handed in to the School Office and placed in a sealed bag with the student's name and form, and a record of the date of confiscation. The student will be allowed to collect the phone at the end of the school day.
- 5.2 Further infringements of this Policy by an individual will result in a ban on bringing mobile phones into school.
- 5.3 In the event of a student's alleged inappropriate usage of a mobile phone being deemed criminal, the matter may be referred to the police for further investigation. In such instances, the parent/carer will be notified immediately.



## MOBILE PHONE/TECHNOLOGY

- No mobile phone devices unless teachers have given permission during the lesson



- No wearing of head/earphones



**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL  
RESULT IN YOUR PHONE BEING CONFISCATED  
UNTIL THE END OF THE SCHOOL DAY**