

# HENDON SCHOOL



*Learning Together Across the World*

## Acceptable Use of Mobile Phones Policy

<b>Date of Ratification:</b>	May 2023
<b>Date of Next Review:</b>	May 2025
<b>Trustee Committee:</b>	Student Welfare Committee
<b>School Staff Responsible:</b>	Assistant Headteacher, Mr R Spicer
<b>Nominated Trustee:</b>	Chair of Student Welfare
<b>Policy Held:</b>	School Policy File



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## 1.Aims

The widespread ownership of mobile phones among young people requires that the school takes steps to ensure that mobile phones are used responsibly. This Acceptable Use Policy is designed to address potential issues involving mobile phones and ensure that any key benefits that mobile phones may provide (such as increased safety or home learning) can continue to be enjoyed by our students.

Hendon School has established the following Acceptable Use Policy for mobile phones and devices that provides teachers, students, parents and carers with guidelines for the appropriate use of mobile phones during school hours.

The Acceptable Use Policy for mobile phones also applies to students during school trips and extra-curricular activities.

## 2. Acceptable Use

Whilst we at Hendon understand that mobile phones are a part of modern life, we also recognise that in a school environment, they can cause disruption to learning and present safeguarding risks.

Student mobile phones are not permitted on site unless they are turned off and fully out of site (e.g. in the bag or blazer pocket). The same is true for airpods / headphones. If the items are on show or make a noise, they are confiscated until the end of the day and students are issued with a 30-minute detention after school. Failure to hand over the mobile phone or accessories in these instances would escalate to a one-day sanction in reset.

Sixth formers may only use their phones in the sixth form study centre and the library computer room.

To ensure this policy is consistently implemented and to provide clarity for students, the rules apply **at any time** on site (including before mentoring begins at 8:40 and after lessons end). Students collect confiscated items **from the detention hall** at the end of the school day.

The school recognises that modern smart phones contain powerful technology, which can aid teaching and learning in the classroom. On some occasions' pupils may use their mobile phones in the class room when **explicit permission has been given by the teacher.**

School staff are encouraged to model appropriate behaviors and try and limit their own mobile phone use around the school.

Parents / carers are reminded that in cases of emergency, the school office should be the only point of contact and can ensure your child is reached quickly and assisted in the appropriate way.

### **3. Unacceptable Use**

Unless explicit permission is granted, mobile phones should not be used to make calls, send messages, surf the internet, take photos or use any other application while on the school site. Mobile phones are only to be used in the event of an emergency or under supervision from a member of staff.

Mobile phones must not disrupt classroom lessons with ringtones, music, beeping or vibrating.

Using mobile phones to bully and threaten other students outside school hours is unacceptable and will not be tolerated. In some cases, it can constitute criminal behavior.

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, messages and emails can be traced. The school has a legal right to search pupils for confiscated items or review activity on mobile phones / social media if required.

### **4. Theft or damage**

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.

Mobile phones that are found in the school and whose owner cannot be located should be handed to front office reception.

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 their phone cannot be used (e.g. by other students, or if stolen). Students must keep their password / pin numbers confidential.

### **5. Links to other Policies**

- Acceptable Use of ICT Policy
- Behavior Policy
- Safeguarding Policy