



# Champion EDUCATION TRUST

## MOBILE PHONE POLICY

DOCUMENT CONTROL		
Approved for operation within	All Champion Education Trust Schools	
Version number	1.1	
Date approved	August 23	
Approved by	DAT/AR	
Date of review	August 2023	
Review period	2 years	
Policy status	Non-statutory	
Location published	Website	
Owner	K Naylor	
DOCUMENT HISTORY		
Version	Date	Revision notes
1.1	August 2023	Edited staff guidelines to include use of mobile phones for two factor authentication .
1	February 2020	-

A family of Schools



# MOBILE PHONE POLICY

## PURPOSE

This policy outlines the appropriate use of mobile phones on Champion Education Trust (CET) school sites.

The widespread ownership of mobile phones amongst young people requires that school administrators, teachers, students and carers take steps to ensure that mobile phones are used responsibly.

The Acceptable Use Policy is designed to make sure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

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

Students, their parents or carers must read and understand this policy before students are given permission to bring mobile phones to school.

The Acceptable Use Policy for mobile phones also applies to students during school excursions and extra -curricular activities both on school premises and off-site.

## RATIONALE

The staff, governors and trustees of schools within Champion Education Trust recognise that many students own a mobile phone. We also recognise that some parents and carers request that their child brings a mobile phone to school for safety and security reasons on the way to and from school.

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

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the schools strongly discourage the bringing of mobile phones to school by students. The schools are prepared to allow mobile phones on the school site but only within the parameters of the policy stated below.

## AIMS

To inform all members of our school communities about the appropriate use of mobile phones and to outline the procedures and processes of this policy.

## RESPONSIBILITY

- It is the responsibility of students who bring mobile phones to school to abide by guidelines outlined in this document.
- The decision to provide a mobile phone to their children should be made by parents and carers. It is mandatory for parents to understand the capabilities of the mobile phone.
- Parents and carers should be aware if their child takes a mobile phone to school that the school cannot accept responsibility for any loss, damage or costs incurred due to its use.
- Parents and carers are reminded that in cases of emergency, the school office is the appropriate point of contact.

## STAFF GUIDELINES

- Staff are permitted to use their mobile phones to log in to Arbor and CPOMS using two factor authentication. Aside from this the use of mobile phones is restricted for only exceptional and urgent circumstances during teaching time or whilst in the presence of students.

- Staff should never contact students or parents from their personal mobile, or give their mobile number to students or parents and carers. If a member of staff needs to make telephone contact with a student, parent or carer, a school telephone should be used.
- Staff should never send to, or accept from, colleagues or students texts or images that could be viewed as inappropriate.
- School iPads are permitted to take photographs for school use.
- Staff should understand that failure to comply with this policy is likely to result in disciplinary action.

## ACCEPTABLE USES

- Mobile phones may not be used on school grounds.
- Mobile phones (together with earphones) should be switched off and kept out of sight in students' school bags or blazers at all times whilst at school (Crosshill and Lotus) students should hand their phones to the school office at the beginning of the day).
- Parents and carers are requested that in cases of emergency they should contact the school office so we are aware of any potential issues and may make necessary arrangements.
- Students should protect their phone numbers by only giving it to friends and keep a note of who they have given it to. This can help protect the student's number from falling into the wrong hands and guard against the receipts of insulting, threatening or unpleasant voice, text and picture messages.
- Parents and carers are encouraged to download the 'Own it' App on their child's device to support them in making good choices when making sending messages. This can be downloaded from the Apple and GooglePlay app stores for free. More details can be found here <https://www.bbc.com/ownit/take-control/own-it-app>

## UNACCEPTABLE USES

- Mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos/videos, listen to music or use any other application at any time whilst on the school site.
- The Bluetooth function of a mobile phone should not be used to send images or files to other mobile phones.
- Using mobile phones to bully or threaten other students is unacceptable. Cyber bullying will not be tolerated and in some cases it can constitute criminal behaviour. If the use of technologies humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.
- Students must not use their mobile phones to take pictures or videos to humiliate another student and then send the pictures to other students or upload them to a public website for viewing. This also includes using a mobile phone to photograph or film anyone without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

## THEFT OR DAMAGE

- 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 phone stolen whilst travelling to or from school.
- It is strongly advised that students use a password or pin to ensure that unauthorised calls cannot be made on their phones (e.g. by others if the phone is lost or stolen). Students must keep the password confidential.

## SANCTIONS

- Students seen with a mobile phone (or other technology including iPads/tablets etc) will be expected to hand their phone into the office.
- If a student is repeatedly not handing a phone into the office then the phone will be confiscated and the parent or carer will be contacted to arrange collection of the phone.
- The school has the right to take action if a student is involved in incidents of inappropriate behaviour, that are covered in this agreement, when a student is out of school and where they involve members of the school community.