

Acceptable Use Policy

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Mobile Phones & Other Electronic Devices

Amended: May 2023

Approved by Trustees: June 2023

Review date: May 2024

Reviewing Panel: Standards, Staffing and Curriculum (SSC)

It is the policy of the Trustees to advise parents/carers that mobile telephones and other electronic devices should not be brought to school. If parents/carers wish pupils to have a mobile telephone and other electronic devices in school then this policy will apply.

The increased ownership of mobile phones and other electronic devices requires that all stakeholders take steps to ensure that all devices are used responsibly within the school environment. This Acceptable Use Policy is designed to ensure that potential issues (such as mobile phone and other electronic device etiquette) can be clearly identified and addressed.

The Trustees has established the Acceptable Use Policy for mobile phones and other electronic devices that provides teachers, pupils and parents/carers with guidelines and instructions for the appropriate use of mobile phones and other electronic devices during school hours.

In order for pupils to carry a mobile phone and other electronic devices during school hours, pupils and their parents/carers must understand and agree to the Acceptable Use Policy.

The Acceptable Use Policy for mobile phones and other electronic devices also applies to pupils during school excursions, camps and extra-curricular activities. Pupils who are spending time in other places, such as a College, will be subject to this policy or as required by the host establishment whilst there.

The Trustees of Woodlands School accepts that parents/carers give their children mobile phones and other electronic devices to protect them from everyday risks involving personal security and safety.

Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure their child is reached quickly, and assisted in any appropriate way.

Mobile phones and other electronic devices must not be used to take photos by pupils in school unless given specific permission to do so by a member of staff. Photographs must never be taken in any place where embarrassment may be caused or without permission from the person being photographed.

During PE lessons there is a valuables box available for pupils to store their mobile phones safely. Should a pupil choose not make use of this it will be left at their own risk. Pupils are not to use their phones in the changing rooms, or indeed any part of the school building, if they are found to be using these inappropriately, they will be confiscated.

Should there be disruptions to lessons caused by a mobile phone or other electrical device, then these will be confiscated.

In order to reduce the risk of theft during school hours, pupils who carry mobile phones and other electronic devices are advised to keep them well concealed and not 'advertise' they have them.

Mobile phones and other electronic devices which are found in the school and whose owner cannot be located should be handed to the main school office or pupil services.

It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential.

Staff should not use mobile phones or other electronic devices to take photos of pupils in school, unless specific permission has been granted from the Headteacher. Photographs (such as of school trips) should then be stored on school systems and deleted from the member of staff's device. Staff who drive school mini-buses or their own vehicles on school buses must comply to the requirements of Essex County Council HSP 9.42 mobile phones and driving.

Acceptable Use Procedures:

- If mobile phones and other electronic devices are brought into school by pupils they will be confiscated if they are used in any way in the building.
- If pupils are found using their mobile phone and other electronic devices inside the building the member of staff will confiscate it until the end of the day when it can be collected from their Head of Year.
- As pupils move around the school their mobile phones or other electronic devices (including air pods) must not be visible. Pupils must keep their mobile phones and other electronic devices in their school bag, and not, for example visible in their top shirt pocket or blazer
- If pupils are caught using their mobile phone or other electronic devices a second time then parents/carers or will have to collect it from the appropriate Head of Year at the school.
- Pupils must not contact parents/carers on their mobile phones or other electronic devices about incidents at school until an investigation has been completed by staff – such action can contaminate evidence and may lead to parents/carers getting a partial story prior to all the facts being established.
- The school will take no responsibility whatsoever for phones or other electrical equipment that are damaged, lost or stolen. Pupils, who bring phones and other electrical equipment in to school, do so at their own risk.
- **There will be no exceptions to this part of the policy.**

Electronic devices

Where the person conducting the search finds **an electronic device** they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.

In determining a 'good reason' to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

Inappropriate conduct:

The following behaviours will not be tolerated:

- Any pupil/s with a mobile phone or other electronic devices in examinations or assessments.
- Any pupil who uses vulgar, derogatory, or obscene language while using a mobile telephone and other electronic device.
- It should be noted that it is a criminal offence to use a mobile telephone and other electronic device to menace, harass or offend another person. The school may consider it appropriate to involve the police if such an event occurs. Hence, pupils with mobile telephone and other electronic devices must not engage in personal attacks, harass another person, or post private information about another person using SMS messages, social media, taking/sending photos or objectionable images and phone calls.
- Pupils using mobile telephone and other electronic devices to bully other pupils will face disciplinary action.

Repeated infringements may result in the pupil forfeiting the privilege of bringing a mobile telephone to school.

Infringements may result in the matter being referred to the police. In such case the parents/carers will be informed as a matter of urgency.



Signed: _____
Head Teacher

Dated: 5th June 2023



Signed: _____
Chair of Trustees

Dated: 5th June 2023
