

## Archer Academy Mobile Phone & other devices Acceptable User Policy



Dear parent/carer,

Since opening in September 2013 we had a simple rule regarding mobile phones at school. Our students were permitted to bring mobile phones to school but that they did this at their own risk; they had to be switched off throughout the day and never used. However, we noticed that even our students found the temptation of a mobile phone in the school bag too large a one to ignore and we experienced some concern about their safety and use of social media.

Since September 2015 mobile phones with cameras and smart phones, or any device with a camera of functionality to access the internet, has been banned at school. We recognise that many parents find their child carrying a mobile phone to and from school a comfort. Therefore, we do permit students to bring a mobile phone to school as long as it does not have a camera and it is not a smart phone. Examples of permitted mobile phones can be found on the school website. Students must keep their mobile phone, switched off, in their locker throughout the school day.

We provide extensive support to our students in using ipads, cameras and laptops during the school day where our ESafety filters are in place. We do fully embrace technology, we simply want to ensure that students use technology in a positive way.

Mobile phones are a distraction to learning, they are not needed within school, and they can lead children to making poor decisions which they then later regret. Since September 2015 we have noticed that the number of issues and concerns regarding mobile phones has become negligible; reinforcing our belief that this was the right step to take. Additionally, we have received considerable praise from our local police liaison officer.

Attached to this letter is a copy of our Mobile Phone Acceptable User Policy. Parents should discuss this at home with their child in advance to them starting at the Archer Academy. Please sign the appropriate box within the contact details booklet confirming that will support your child in meeting our expectations in relation to mobile phones. As with other documentation you should keep a copy of the policy for your records.

If you have any questions regarding this policy please do not hesitate to contact Mrs Joanna Mahoney, Senior Assistant Headteacher, Pastoral and Well Being.

Thank you in advance for your support of this policy. We are simply trying to ensure that life, at our very special school, is not overtaken by mobile phones and social media. Instead we want our students to feel supported in developing good social media habits which take advantage of the many benefits of new technologies; whilst keeping them safe.

Yours faithfully,

Lucy Harrison

Headteacher

## **The Archer Academy Mobile Phone & other devices Acceptable User Policy**

### **Mobile Phones: Parent/Carer Consent Form**

I have read and understand the **Mobile Phones & other devices Acceptable User Policy** produced by the Archer Academy.

I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to identify a phone should the need arise (e.g. if the phone is being used inappropriately).

I understand that mobile phones, or other devices, with cameras or the functionality to access the internet are banned from the Archer Academy.

I give my child permission to carry a basic model mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in school policy. This includes my child switching off their basic model mobile phone when they arrive at school and storing it in their locker throughout the school day.

I understand that the school will not accept any responsibility for loss, damage or theft of a mobile phone, or other similar device, or for any charges incurred while the phone is on school premises.

I understand that a member of staff may search my child's school bag if they are concerned that there has been a breach of school rules.

I understand that the school will confiscate my child's mobile phone, as outlined in this policy, if they fail to comply with this policy.

**Please complete the parent and students signatures in the induction booklet.**

## **Rules for the acceptable use of a mobile phone and other devices in school by students**

Students are not permitted to bring any form of smart technology to school, this includes any form of device which can take photographs or access the internet (for example ipods, iwatches). Students are permitted to bring a mobile phone to school as long as it does not have a camera or internet access functions.

If a student chooses to bring a basic model mobile phone to school it is on the understanding that they agree with the following limitations on its use, namely:

- Mobile phones must be switched off at all times during the school day, including break and lunchtimes, and remain off whilst students are on the school premises. It is not acceptable for phones merely to be put on silent mode.
- Mobile phones must be stored in a student's locker throughout the day and not kept on their person.
- No student may take a mobile phone into a room or other area where examinations are being held.
- The security of the phone will remain the student's responsibility throughout the school day. □  
If asked to do so, content on the phone, eg messages, will be shown to a teacher.

## **Unacceptable use**

We consider the following to be unacceptable uses of the mobile phone, or other devices, and a serious breach of our Behaviour & Rewards Policy resulting in sanctions being taken. Cyberbullying, in any form, is unacceptable and will not be tolerated.

- Bringing a mobile phone, or other device, which has a camera or smart functions, enabling access to the internet to school.
- Keeping a mobile phone on their person during the school day.
- Photographing or filming staff or other students without their knowledge or permission.
- Photographing or filming in toilets, changing rooms and other similar areas.
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites, sharing photographs on social media sites without the consent of those in the photographs.
- Refusing to hand over a mobile phone at the request of a member of staff.
- Using the mobile phone outside of school hours to intimidate or upset staff and students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.

## Sanctions

Appropriate action will be taken against students who are in breach of our acceptable use guidelines, following our school Behaviour & Rewards Policy, these are listed below. In addition:

- Students and their parents should be very clear that we are within our rights to confiscate a mobile phone or other device where guidelines have been breached.
- If a phone is confiscated we will make it clear how long this will be for and the procedure to be followed for its return. Any confiscated phone, or other device, will be stored in the school safe.
- Students and their parents should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected.
- If a student commits an act which causes serious harassment, alarm or distress to another student or member of staff the ultimate sanction may be permanent exclusion. We will consider the impact on the victim or the act in deciding the sanction and parents will be involved.

## Confiscation procedure

**If a mobile phone, or other device, which has camera or smart functions, enabling access to the internet is brought to school** it will be confiscated immediately by a member of staff and passed directly to the Senior Assistant Headteacher, Pastoral and Well Being, Mrs Joanna Mahoney. These devices are not permitted at the Archer Academy.

If this is the *first breach* of school rules the phone will be retained by Mrs Mahoney until a meeting with parents has taken place. The student will be issued with a Saturday morning detention which will last 2 hours, starting at 8.30am. The mobile phone, or device with camera or smart functions, will be returned to parents in person following the meeting at school. This will be recorded on the students school file.

If there is a *second breach* of school rules the phone, or device with camera or smart functions, will be confiscated and retained by Mrs Mahoney. Parents will be requested to attend a meeting on the day of the confiscation. The student will be issued with an internal isolation. The mobile phone, or device with camera or smart functions, will be retained by the school for the remainder of the school week and returned to parents in person at an agreed time with Mrs Mahoney, as part of the return to school process. This will be recorded on the student's school file.

If there is a *third breach* of school rules the phone, or device with camera or smart functions, will be confiscated and retained by Mrs Mahoney. Parents will be requested to attend a meeting on the day of the confiscation with Miss Harrison, Headteacher. Parents will be instructed to take their child home on the day of the breach of rules and an exclusion for a minimum of one day, from school, will be set. The mobile phone, or device with camera or smart functions, will be retained by the school for the remainder of the school week and returned to parents in person at an agreed time with Mrs Mahoney, as part of the return to school process. This will be recorded on the student's school file.

If a student persists in breaking our school mobile phone acceptable user policy parents will be requested to meet with Miss Harrison, Headteacher. A period of significant external exclusion will be put in place for the student as a consequence of persistent defiance.

**If a student's basic model mobile phone is seen by a member of staff during the school day or a student is caught using their basic model mobile phone** it will be confiscated immediately by a member of staff and passed directly to the Senior Assistant Headteacher, Pastoral and Well Being, Mrs Joanna Mahoney. **These devices should be switched off and stored in the student's locker throughout the school day.**

If this is the *first breach* of school rules the phone will be retained by Mrs Mahoney until a meeting with parents has taken place. The student will be issued with an SLT after school detention. The basic model mobile phone will be returned to parents in person following the meeting at school. This will be recorded on the student's school file.

If there is a *second breach* of school rules the basic model mobile phone will be confiscated and retained by Mrs Mahoney. Parents will be requested to attend a meeting on the day of the confiscation. The basic model mobile phone will be retained by the school for the remainder of the school week and returned to parents in person at an agreed time with Mrs Mahoney. The student will be issued with a Saturday morning detention, lasting two hours starting at 8.30am. This will be recorded on the students school file.

If there is a *third breach* of school rules the basic model mobile phone will be confiscated and retained by Mrs Mahoney. Parents will be requested to attend a meeting on the day of the confiscation with Mrs Mahoney. The basic model mobile phone be retained by the school for the remainder of the school week and returned to parents in person at an agreed time with Mrs Mahoney. The student will be issued with an internal isolation. This will be recorded on the students school file.

If a student persists in breaking our school mobile phone acceptable user policy parents will be requested to meet with Miss Harrison, Headteacher. External exclusion will be put in place for the student as a consequence of persistent defiance.

At each stage, where school rules regarding mobile phones and other technologies, have been breached parents and students will be asked to revisit this policy with Mrs Mahoney, Senior Assistant Headteacher, Pastoral & Well Being.

#### **Where the mobile phone has been used for unacceptable purpose**

- Miss Harrison, Headteacher, or a designated member of senior staff will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting files which are in clear breach of these guidelines unless these are being preserved as evidence.
- If required evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen.
- We will consider whether the incident is a matter of safeguarding and child protection.
- The Senior Designated Officer for Safeguarding, Assistant Headteacher for Pastoral & Well Being, Mrs Mahoney, will monitor any repeat offences to see if there is any pattern in the perpetrator or victim which need further investigation.
- Advice will be sought from the police and where appropriate social services.

## **Support for the victim**

Where an incident has involved victimisation, harassment, alarm or distress of another student or member of staff, the school will provide support for the victim.

This policy was written under the following guidance:

*Searching, screening and confiscation*, DfE Advice for Headteachers, July 2014, Reviewed July 2015

*Behaviour & discipline in schools*, DfE Advice for Headteachers, February 2014, Reviewed January 2015.

*The Malicious Communications Act*, 1998