



Acceptable Use of Mobile Phones and communication devices

Away for the Day

The Hurworth Way is unique, we strive to develop moral **character** and purpose, **coach** for endless possibilities and **creatively** inspire to learn.

Hurworth House School

Westfield Drive
Hurworth
Darlington
County Durham
DL2 2AD

Tel: 01325 729080

Fax: 01325 729081

Registration Number 841/6006

Email: adminhurworthhouse@AsprisCS.co.uk

Procedure for:	HHS034 Acceptable Use of Mobile Phones and communication devices				
Associated Procedures:	Behaviour Support Procedure		HHS019		
	Safeguarding		HHS001		
Unit:	Hurworth House School		Author:	Danielle Mullen	
Issue Date:	June 26	Version:	V4	Review Date:	June 27

1 Rationale

At Hurworth House school we have a duty to create an environment that is calm, safe and free from distraction so all pupils, whatever their background, can learn and thrive. The government has stated that one of the greatest challenges facing schools is the presence of mobile phones.

'Today, by the age of 12, 97% of pupils own a mobile phone. Mobile phones risk unnecessary distraction, disruption and diversion. One in three secondary school pupils report that mobile phones are used in most lessons without permission. This not only distracts the single pupil using the phone, but disrupts the lesson for a whole class, and diverts teachers' efforts away from learning'.

At **Hurworth House school** we strongly believe that we owe it to our children to do what we can to remove distractions and enable them to be fully present and engaged in the classroom. We also owe it to our pupils to keep them safe at school.

By removing mobile phones from the school day, we can create a safe space where pupils are protected from the risks and dangers associated with social media and cyber-bullying, as well as the peer pressure and possible stigma associated with owning what are often expensive devices.

At Hurworth House school we have a duty to create an environment that is calm, safe and free from distraction so all pupils, whatever their background, can learn and thrive. The government has stated that one of the greatest challenges facing schools is the presence of mobile phones.

Therefore, **Hurworth House School** will be adopting the Ministry of Education recommended approach of **"Away for the Day"**.

- 1.1 Hurworth House School has established the following Acceptable Use Policy for mobile phones and communication devices that provides teachers, pupils and parents guidelines and instructions for the appropriate use of mobile phones.
- 1.2 Learners, their parents or guardians must read and understand the Acceptable Use Policy before pupils are given permission to bring mobile phones and communication devices to school.
- 1.3 The Acceptable Use of Mobile Phones and communication devices procedure applies to students during school excursions, and extracurricular activities.

Personal Safety & Security

Advice is given to pupils should protect their phone numbers and communication devices by ensuring that they are responsible at all times for keeping their devices **away for the day**. This includes not passing their devices to friends. The **away for the day** policy will protect against the pupil's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

2 Responsibility

- 2.1 It is the responsibility of parents / carers pupils who bring mobile phones and communication devices to school to abide by the guidelines outlined in this document.
- 2.2 The teaching staff reserve the right to view the content of any child's mobile phone and communication devices at any time in respect to issues regarding the safeguarding of children.
- 2.3 Parents are reminded that in cases of emergency during the school day, the school office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

3 Acceptable Use

- 3.1 Mobile phones and communication devices should be switched off and kept in their bags at all times. This is a gate-to-gate approach - from entering the school grounds in the morning, to exiting the school grounds at the end of the school day.

Our **Hurworth Way expectations** are as follows:

- Mobile phones/ communication devices are '**away for the day**' at all times. If any phone and communication device is seen or heard staff will respond with the following script:

The expectation is that you hand it over.

- In circumstances where a staff member considers that a student has breached mobile phone rules, the result will be the confiscation of the phone for the rest of the school day. The phone will be able to be retrieved by the student at the end of the school day and the breach will be recorded.
- A **second breach** and confiscation will require a parent to retrieve the phone from the school office.
- If confiscated, then student will be placed on a **period of phone management** where the phone and communication devices will be collected in registration each morning and distributed back out at the close of day.
- The restriction is in place at all times while students are in the grounds of the school building, this includes when students arrive and leave at the end of the day.
- Phones/communication devices should be away before students enter the school grounds and not accessed until they have left the site.

4 Unacceptable Use

- 4.1 Pupils may not use their phones and communication devices to video and/or photograph anyone in school.
- 4.2 Using mobile phones and communication devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.
- 4.3 It is forbidden for students to "gang up" on another student and use their mobile phones and communication devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones and communication devices to photograph or film any student without their consent. It is a criminal offence to use a mobile phone and communication devices to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- 4.4 Mobile phones and communication devices are not to be used or taken into toilets or used in any situation.
- 4.5 Any incident involving the recording of a pupil without consent, particularly where the pupil is distressed, vulnerable or involved in a physical intervention, must be reported immediately to the Designated Safeguarding Lead and managed as a safeguarding concern.
- 4.6 Any sharing of images or recordings via social media, messaging apps or online platforms will be treated as a safeguarding and potentially criminal matter
- 4.7 Where a device contains potential safeguarding evidence, content must not be deleted and should be secured in line with safeguarding procedures.

5 Theft or Damage

- 5.1 Pupils who bring a mobile phone and communication device to school should be aware that it is their responsibility. To reduce the risk of theft during school hours, mobile phones can be kept by the class teacher.
- 5.2 Mobile phones and communication devices that are found in the school and whose owner cannot be located should be handed to the office.
- 5.3 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones and communication devices.
- 5.4 The school accepts no responsibility for students who lose or have their mobile phones and communication devices stolen while travelling to and from school.

6 Inappropriate Conduct

- 6.1 Any student who uses vulgar, derogatory, or obscene language while using a mobile phone and communication devices will be subject to the school's Behaviour Policy.
- 6.2 Pupils with mobile phones and communication devices 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. If this occurs during the school day, the pupil will be subject to the school's Behaviour Policy.

7 Sanctions

- 7.1 Students who infringe the rules set out in this document could face having their phones and communication devices confiscated by teachers and their parents will be informed. Appropriate arrangements would then be made for the parents to collect the mobile phone and communication devices.