

# ACCEPTABLE USE PROCEDURE FOR MOBILE PHONES

Implementation date:  
Next Review:  
Responsible:

22 November 2010  
November 2012  
The Principal

## Acceptable Use of Mobile Phones

### 1. Purpose

- 1.1 The widespread ownership of mobile phones among young people requires that teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly in schools. This Acceptable Use Procedure is designed to ensure 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.
- 1.2 The Bushey Academy has established the following Acceptable Use Procedure for mobile phones that provides teachers, students, parents and carers guidelines and instructions for the appropriate use of mobile phones during academy hours.
- 1.3 Students, their parents or carers must read and understand the Acceptable Use Procedure before students are given permission to bring mobile phones to the academy.

### 2. Rationale

#### 2.1 Personal safety and security

The Bushey Academy accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently, providing that this is not during school time.

### 3. Responsibility

- 3.1 It is the responsibility of students who bring mobile phones to the academy to abide by the guidelines outlined in this document.
- 3.2 Parents/carers should be aware if their child takes a mobile phone to the academy.

### 4. Acceptable Uses

- 4.1 Mobile phones should be switched off and kept out of sight during lesson and registration times. Parents and carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in the appropriate way. Should a parent/carer wish to contact a student during the school day then a message should be left with the Receptionist or the Student Receptionist.

- 4.2 Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the academy.
- 4.3 The Bushey Academy recognises the importance of emerging technologies present in modern phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. In the future teachers may wish to utilise these functions to aid teaching and learning and students may have the opportunity to use their mobile phones in the classroom. On these occasions students may use their mobile phones in the classroom when express permission has been given by the teacher.

## **5. Unacceptable Uses**

- 5.1 Unless express permission is granted, mobile phones should not be used during lesson or registration times.
- 5.2 Students with mobile phones 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. Students using mobile phones to bully other students will face disciplinary action as sanctioned by the principal.

*(It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the principal is deemed ineffective, as with all such incidents, the academy may consider it appropriate to involve the police.)*

## **6. Theft or damage**

- 6.1 Students who bring a mobile phone to the academy do so at their own risk and The Bushey Academy accepts no responsibility for replacing lost, stolen or damaged mobile phones.

## **7. Sanctions**

- 7.1 Students who infringe the rules set out in this document may face having their phones confiscated for the lesson.
- 7.2 Repeated infringement will cause the mobile phone to be confiscated by the teacher, placed in a clearly labelled envelope and taken to the academy finance office where it will be securely placed within the academy safe. Parents/carers will be notified and the student will not be permitted to collect the phone without a parent/carer present.