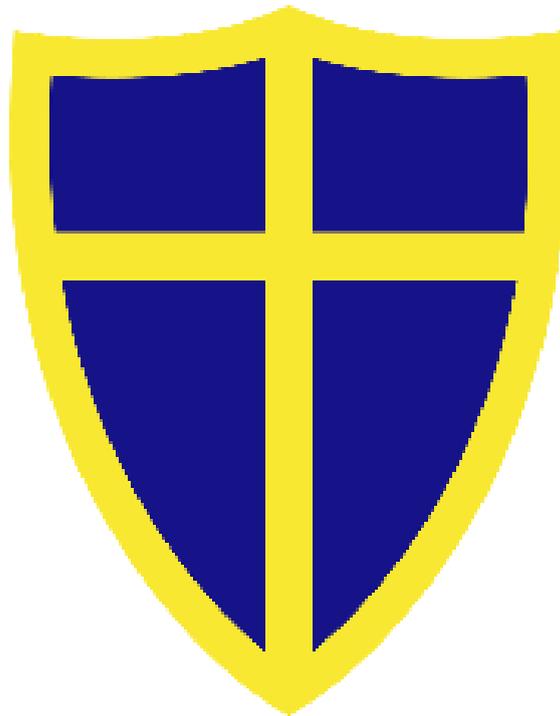


**BLUE COAT CHURCH OF ENGLAND  
SCHOOL AND MUSIC COLLEGE**



**ACCEPTABLE USE of MOBILE  
PHONES POLICY**

Updated: March 2019  
Policy duration : 2 Years  
To be Reviewed by SLT

The following terms shall be interpreted as indicated below when used hereinafter within this policy:

- a) 'Academy trust' refers to the holding body of the Academy namely, Blue Coat Church of England Academy Ltd, registered company number 7594562
- b) 'Blue Coat School' refers to the physical entity of Blue Coat Church of England School and Music College
- c) Any reference to either 'the school' or 'the Academy' contained within this policy is taken to refer to the appropriate given body within context

### **Assessment of Policy's Impact**

The effectiveness of this policy and its impact will be assessed by The Senior Leadership Team, who will monitor the outcomes and impact of this policy every two years. The evidence base for assessment will be presented as agenda items at SLT, who will modify the policy as deemed appropriate periodically.

### **Acceptable Use of Mobile Phones Policy**

The widespread ownership of mobile phones among young people requires that school leaders, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly both in and out of school. This policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide can be enjoyed by our students. **Note: For the purposes of this policy, all references to 'mobile phones' should be taken to include use of all mobile technologies.**

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

Blue Coat School accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents or carers. Parents/carers should be aware if their child takes a mobile phone to school. Mobile phones should be switched off and kept out of sight on site during the school day unless a teacher has specifically permitted students to use them for an authorised educational activity.

Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school or cause embarrassment or discomfort to their fellow students, staff or visitors to the school. The use of a phone to record by video or photography any images of pupils or staff of this school is forbidden and will warrant sanction. A pupil posting images or text on the Internet may expect severe sanction where such material brings the school into disrepute, causes discomfort or is deemed to constitute cyber bullying. The police will inform the police as deemed appropriate. This rule also applies to the journey to and from school.

The school recognises the importance of emerging technologies present in modern mobile phones. Teachers may wish to utilise these functions to aid teaching and learning and pupils may have the opportunity to use their mobile phones in the classroom where this is expressly given by their teacher.

Mobile phones that are found in the school and whose owner cannot be located should be handed to reception.

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 phones stolen while travelling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones.

If a mobile phone is used inappropriately or seen when a member of staff has not given permission for its use the member of staff will be required to confiscate it immediately. The mobile phone is logged in school reception for safe storage. Parents are contacted and requested to collect the telephone from school. When a mobile phone is confiscated, the matter will be recorded on the student's behaviour log and a sanction applied.

On the first occasion on which a student's phone is confiscated, parents will be able to collect it from the school office at the end of the day. On the second or subsequent occasion on which their phone is confiscated, their parent/carer will be contacted and asked to collect the phone from one of the deputy head teachers.

Any student who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by a member of the Senior Leadership Team and the refusal will be treated as disciplinary matter and dealt with accordingly.

If parents have an emergency and need to contact their son/ daughter, then they should telephone the school office in the usual way and a message will be passed on. Should there be a whole school emergency such as heavy snowfall which may cause early closing, pupils will be allowed to use mobile phones to rearrange their transport as instructed.

Mobile phones must never be taken into public examinations and for this reason the school does not allow them to be taken into any examination room.

Sixth formers are allowed to use their mobile phones in the sixth form common room only.

This policy will operate in conjunction with other policies including the *E-Safety Policy*, *Internet Acceptable Usage Policy*, *Anti bullying Policy* and *Child Protection Policy*.