



ACCEPTABLE USE POLICY FOR MOBILE PHONES/DEVICES

Purpose

The increased ownership of mobile phones and other electronic devices such as MP3 players requires that The Westwood Academy, pupils and parents take steps to ensure that mobile devices are used responsibly within the school environment to minimise disruption and encourage learning. The Westwood Academy has established the following Acceptable Use Policy for mobile phones and other electronic devices which provides teachers, pupils and parents with guidelines and instructions for the appropriate use of these during school hours. In order for pupils to carry a mobile phone or other mobile device during school hours, pupils and their parents or carers must first read, understand and agree to the Acceptable Use Policy. The Acceptable Use Policy for mobile phones/electronic devices also applies to pupils during school trips and extra-curricular activities.

Rationale

The Westwood Academy accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time. Parents are requested not to phone their children during the school day. Parents are reminded that **in cases of emergency**, the School Reception remains a vital and appropriate point of first contact and can ensure your child is reached quickly, and assisted in any appropriate way.

Responsibility

Permission to have a mobile phone/electronic device at school while under the school's supervision is only granted under the strict adherence to the guidelines listed in this policy. It is up to parents/pupils/staff to ensure that these are understood and followed through.

Parents, pupils and staff must understand that The Westwood Academy accepts no responsibility for replacing mobile devices that are lost, stolen or damaged whilst on the school premises or on school trips. The Westwood Academy accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school. It is the pupils responsibility to take adequate precautions to safeguard their property at all times in all situations at school. 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). The Westwood Academy strongly recommends that pupils mark all their mobile/electronic devices clearly with their names. In order to reduce the risk of theft during school hours, pupils who carry mobile devices must keep them well concealed and not 'advertise' they have them. We recommend that all valuable items should be left at home or handed in Reception as soon as they arrive at school and then removed at the end of the day.

Acceptable Uses

Only under the specific instruction of a teacher where it may be used to support learning in a lesson.

Pupils must keep their devices out of sight at all times and are solely responsible for the safety/security of their mobile/electronic devices whilst on the school premises or on a school sponsored event.

Unacceptable Uses

Pupils must not use mobile devices in and around school at any time during the school day

Any pupils caught using a mobile phone to cheat in exams or assessments will face disciplinary actions and reported to the relevant examining body. There will always be amnesty at the beginning of exams for pupils to hand in their phone to the examinations officer. The examinations officer will not be responsible for loss/damage of these items whilst in their possession. Pupils are advised to leave such valuable items at home or hand them in to Reception during examination sessions.

Sanctions

Pupils who fail to comply with this policy may have the following sanctions:

- Mobile and electronic devices will be confiscated when seen or heard within a lesson, between lessons including break and lunchtime. Parents/carers will be required to collect the device at their earliest convenience at the end of any school day. Mobile phones must not be used anywhere on the school premises.
- Non-compliance with confiscation will result in an internal or fixed term exclusion
- Repeated infringements may result in withdrawal of the privilege for the pupil to bring a mobile or electronic device into school;
- Infringements under Computer Misuse Act may result in the matter being referred to the police. In such cases the parent will be informed as a matter of urgency;
- At The Westwood Academy, pupils must adhere to this policy. Non-compliance is not an option.