

# **THE NEW RUSH HALL SCHOOL**

## **Acceptable Use for Mobile Phones, Internet-enabled Devices and Cameras**

### **Policy for Staff & Pupils**

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Reviewed:

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THE NEW RUSH HALL SCHOOL



A London Borough of Redbridge School

## **1. Purpose**

1.1 The widespread ownership of mobile phones and other internet-enabled devices (OIED) among young people requires that school administrators, teachers, pupils, parents and carers take steps to ensure that mobile phones are used responsibly at schools.

This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones (and oied) can be clearly identified and addressed, ensuring the benefits that mobile phones provide can continue to be enjoyed by our pupils.

1.2 The New Rush Hall School (NRHS) has established the following Acceptable Use Policy for mobile phones that provides staff, pupils, parents and carers with guidelines and instructions for the appropriate use of mobile phones during school hours.

1.3. Pupils, their parents or carers must read and understand the Acceptable Use Policy before pupils are given permission to bring mobile phones to school.

1.4. The Acceptable Use Policy for mobile phones (and oied) also applies to pupils during school visits, residential trips and extra-curricular activities.

## **2. Rationale**

### **2.1. Personal safety and security**

NRHS 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 to school. 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. The rationale for this policy is to support personal safety and security both in and out of school.

## **3. Responsibility**

3.1. It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document.

3.2. The decision to provide a mobile phone to their children should be made by parents or carers, who should be aware if their child takes a mobile phone to school.

3.3. Permission to have a mobile phone at school while under the school's supervision is contingent on parent/carer permission in the form of a signed copy of this Acceptable Use policy. Parents/carers may revoke their approval at any time, as may the school.

3.4. Pupils are responsible for keeping the school informed of their current mobile phone number. This is a condition of their being allowed to have a mobile phone in school.

3.5 It is the responsibility of all staff to be familiar with the contents of this policy and follow its requirements.

#### **4. Acceptable Use - Pupils**

4.1. Mobile phones are not allowed in school. If pupils wish to have a mobile phone for use before and after school, they are required to hand it in at the beginning of the day to form tutors, for safekeeping. Phones will be locked away until the end of the school day.

4.2 If pupils fail to hand in a phone, and it comes to the attention of staff, the phone will be confiscated by the Head of Department and returned to a parent at a mutually convenient time.

#### **5. Theft or damage**

5.1. Pupils should mark their mobile phone clearly with their names.

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

5.3. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones that have not been handed in to staff for safekeeping.

5.4. The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

5.5. 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). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

#### **6. Sanctions**

6.1. Refusing to hand over the phone at the request of a member of staff will result in the phone being confiscated.

6.2. Where there is evidence of bullying, harassment or intimidation of staff or students by the use of text, email or multimedia messaging, the sending inappropriate messages or posts to social networking or blogging sites, including outside of school hours, the alleged incident will be referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

## Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile phones and other internet-enabled devices at The New Rush Hall School and 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 assist in identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone to school and understand that s/he will be responsible for handing the phone to a form tutor and collecting it at the end of the day. S/he will also be responsible for ensuring that the mobile phone is used appropriately and correctly.

Parent name (print)

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Parent signature

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Date \_\_\_\_\_

Student name (print)

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Student mobile phone number \_\_\_\_\_

Student signature

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Date \_\_\_\_\_

If you have any comments or suggestions, please write them below

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## **7. Acceptable Use – Staff**

7.1 Mobile phones and other internet-enabled devices should not be used in any manner or place that is disruptive to the normal routine and smooth running of the school.

7.2 Staff should only use their mobile phones (and oied) during their breaks or non-contact time. Usage should be discreet and appropriate eg not in the presence of pupils. Staff must not access their mobile phones for personal use while on duty.

7.3 The school recognises the importance of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. Teachers may wish to utilise these functions to aid teaching and learning. On these occasions staff may use their mobile phones in the classroom when express permission sought from the Head of Department. This should be done my email on the day.

7.4 There may occasions when it is appropriate for staff to take pictures of pupils' work, say for assessment recording purposes or of children on a school trip. Ideally these pictures should be taken on a school camera. If this is not possible and staff use personal mobiles for these purposes they must obtain permission in advance from their line manager. Taking digital images of pupils on personal devices without prior permission is prohibited. Staff should ensure that all photographs of children on personal mobiles are taken off phones and loaded onto the school server asap and in any case within 5 working days. If this is not possible, for example, in the case of a residential trip, staff must advise their line manager or the Head of School accordingly.