



**Sir Simon Milton  
Westminster**  
University Technical College

## **Sir Simon Milton Westminster UTC**

### **Mobile Phone Policy**

This policy outlines the appropriate use of mobile phones on our school site.

#### **Purpose**

The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly.

Students, their parents or carers must read and understand this Policy as a condition upon which permission is given to bring mobile phones to school. The Policy for mobile phones also applies to personal devices such as ipads, tablets, laptops and other electronic devices. This Policy applies to students during school excursions, camps and extra-curricular activities both on the school premises and off-site.

#### **Rationale**

The staff and Governors of Sir Simon Milton Westminster UTC recognise that many students and their families own a mobile phone. We also recognise that some parents/guardians request that their child brings a mobile phone to school for safety and security reasons on the way to and from school. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by students. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

#### **Aims**

To inform all members of our school community about the appropriate use of mobile phones at our school and to outline the procedures and processes of this policy. Personal safety and security Our school 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 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.

## Responsibility

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this policy.
- The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities.
- Parents/carers should be aware if their child takes a mobile phone to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.
- Parents/carers are reminded that in cases of emergency, the school reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. In an urgent or emergency situation, please contact the staff listed in the Safeguarding and Welfare section of this Planner via phone or email.

## Pupils

**There are no reasons why a pupil needs to have in their possession or use a mobile phone during the school day.**

**Pupils are only permitted to have a mobile phone for the purposes of getting to and from the UTC safely. Therefore, mobile phones must be locked away in students' lockers during the school day. Students must lock their phone in their locker before school starts in the morning, and collect it at the end of the day.**

- Pupils should not bring valuable items to school, as they can be easily lost or stolen.
- Pupils remain responsible for all of their personal effects whilst at school. When students enter the school grounds the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- Parents are reminded that in cases of emergency the school reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

## Parents

**Any unauthorised possession of mobile phones by students may result in a phone being confiscated and requiring collection by a parent. Other school sanctions set out in the UTC Behaviour Policy may also be applied.**

- For safeguarding reasons parents must not to use camera phones to take images on the school grounds.
- Parents should not place images of other children taken at school on social media sites.
- While on school premises mobile phones are not to be used by students. Mobile phones should be locked inside students' lockers for the duration of the school day.

## **Unacceptable Uses**

- Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during the school day or while on school premises.
- The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.
- Using mobile phones to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.
- It is forbidden for students to "gang up" on another student and use their mobile phones 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 to photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- Should a student be seen with a mobile phone on school premises, the phone will be confiscated. Parents will be asked to collect the phone during the same school day or the next school day and 24 hours' notice will be required to arrange for the collection of the phone.
- It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images and sanctions will be applied.
- Mobile phones are strictly banned from all examinations. Students MUST hand phones to invigilators before entering the exam hall. The examination boards have a zero tolerance policy if students are found in possession of mobile phones in the examination hall. The school will notify the examination board if any student is found in possession of a mobile phone during an examination. • Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- 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. [It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.
- Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, the sending of indecent imagery - is also a criminal offence.

## **Theft or Damage**

- Students should mark their mobile phone clearly with their names.

- Students who bring a mobile phone to school for the purposes of travelling to and from the UTC safely must lock it inside their locker for the duration of the school day.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.