



KING WILLIAM'S COLLEGE

King William's College & The Buchan School

Mobile Phone Acceptable Use Policy

Issue Date: 09/17

Review Date: 10/22

Next Review: 10/24

Stuart Corrie

Deputy Head Pastoral

1. Purpose

- 1.1. The widespread ownership of mobile phones among young people requires that College administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly. This Acceptable Use Policy 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. **For the purposes of this policy Mobile phone is taken to include and refer to any current and future device and technologies that might make use of wireless, Bluetooth, 4G, 5G or similar systems developed in the future.** Laptops are not included in this.
- 1.2. King William's College has established the following Acceptable Use Policy for mobile phones that provides teachers, students, parents and carers guidelines and instructions for the appropriate use of mobile phones during College hours.
- 1.3. Students, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones to College.
- 1.4. The Acceptable Use Policy for mobile phones also applies to students during camps, excursions and extra-curricular activities both on the College campus and off-site.

2. Rationale

- 2.1. Our island-wide community presents challenges when it comes to communications. The College recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.
- 2.2. Personal safety and security. The College accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. However, parents contacting their child during the course of a working school day can be disruptive to lessons and parents are asked to contact reception in cases of emergency.

3. Responsibility

- 3.1. It is the responsibility of students who bring mobile phones to College 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.** Parents/carers should be aware if their child takes a mobile phone to College, it is assumed household insurance will provide the required cover in the event of loss or damage. The College cannot accept responsibility for any loss, damage or costs incurred due to its use. Parents are also asked not to try to contact their child's mobile phone during the school day.
- 3.3. Parents/carers are reminded that in cases of emergency, College reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through College reception also reduces the likelihood of disrupting lessons inadvertently.
- 3.4. Students should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to.
- 3.5. Staff use of mobile technology must be discreet. It is expected that staff will set the highest standards.

4. Use of Mobile Telephones in the Fourth and Fifth Forms

- 4.1. Mobile communications must be invisible during the working day (8am until 4.30pm) in all areas of the College. Unless express permission is granted, mobile phones must not be used to make calls, send SMS messages, surf the internet, to take photos or to use any other application during the school day.
- 4.2. Although it can be argued that the use of mobile technology can be useful in the classroom, there is no expectation that students will have their mobile telephone with them and therefore teachers will not plan lessons that rely on an "own device" in the Fourth or Fifth Form.
- 4.3. It is not appropriate for students to use their telephones to listen to music during lessons.
- 4.4. Members of staff note the homework on Firefly. Therefore, there is no reason for a student to take a photograph of their prep in a lesson.

- 4.5. A student may ask permission from the duty member of staff to make a call on their phone if it is appropriate. This would usually take place in the Year Group Centre.
- 4.6. There is a telephone in the Reception area that students may use in an emergency. Also, students may request to use the telephones in the Year Group offices.
- 4.7. Parents may leave messages for their children with the receptionist.

5. Acceptable Use for the Sixth Form in the Sixth Form Centre Only (at the discretion of the Head of Sixth Form)

- 5.1. **Without exception**, mobile phones should be switched off and kept out of sight during lessons and while moving between lessons. Parents/carers are requested that in cases of emergency they contact the College first so we are aware of any potential issue and may make the necessary arrangements.
- 5.2. The College recognises the usefulness of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. If teachers wish to utilise these functions to aid teaching and learning, pupils may have the opportunity to use their mobile phones in the classroom. On these occasions pupils may use their mobile phones in the classroom **when express permission has been given by the teacher**. The use of personal mobile phones in one lesson for a specific purpose does not mean blanket usage is then acceptable.
- 5.3. Members of the Sixth Form may use Mobile phones in the Sixth Form centre only (at the discretion of the Head of Sixth Form). Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the College (see below).

6. Unacceptable Uses

- 6.1. 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.
- 6.2. Mobile phones must be turned off during lesson times.
- 6.3. Any act of '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.
- 6.4. It is forbidden for students 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.
- 6.5. 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 College.
- 6.6. Any headphones or earphones used with mobile phones, i-pods or other devices must be entirely out of sight in an internal pocket, locker or bag before leaving year centres.

7. Theft or damage

- 7.1. Students should mark their mobile phone clearly with their names.
- 7.2. Students who choose to bring a mobile phone to College accept full responsibility for their use/misuse at all times.
- 7.3. Mobile phones that are found in the College and whose owner cannot be located should be handed to reception.
- 7.4. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 7.5. The College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from College.
- 7.6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

8. Inappropriate conduct

- 8.1. Mobile phones are banned from all examinations. Students are expected to hand phones to invigilators before entering the exam hall. Any student found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified. There are thorough policies detailing appropriate examination conduct available from the Examinations Officer.
- 8.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- 8.3. 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 College may consider it appropriate to involve the police.)*
- 8.4. 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, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence and will be reported to the police. Further information on the processes and procedures can be found in the safeguarding policy.

9. Sanctions

- 9.1. Students who infringe the rules set out in this document face having their phones confiscated by staff. Although a warning will be given first, if the phone is being used inappropriately the student must give it to a teacher if requested. Refusal to do so constitutes a serious disciplinary issue.
- 9.2. On the first infringement of this policy the mobile phone will be confiscated by the teacher and taken to the Principal's Office. The student will be able to collect the mobile phone from the office at the end of the College day and a record will be made of the incident. A letter may also be sent to the parent/carer to inform them of the incident.
- 9.3. On the second infringement the mobile phone will be confiscated by the teacher and taken to the Principal's Office. Parents will be notified and the student will be placed in a Head of Year Lunchtime Detention. The student will be able to collect the mobile phone from the office at the end of the College day and a record will be made of the incident.
- 9.4. A third offence within a term will result in a Friday evening detention. Parents are asked to collect the telephone from the Principal's Office. If a parent/carer is unable to attend the College they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the Pastoral team.
- 9.5. Any further infringements of the mobile phone code of conduct may result in a ban on bringing a mobile phone to College.
- 9.6. As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident – of a serious nature - being referred to the police for investigation. In such cases, the parent or carer would be notified as soon as possible.