

Mobile Phone and Camera Acceptable Use Policy

This policy is applicable to Senior School Staff and Pupils only

This policy should be read in conjunction with the [Safeguarding and Child Protection Policy](#)

Purpose

- The widespread ownership of mobile phones among young people requires that school administrators, teachers, pupils, parents and carers take steps to ensure that mobile phones are used responsibly at school. 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 pupils;
- St Lawrence College has established the following Acceptable Use Policy for mobile phones that provides teachers and pupils with guidelines and instructions for the appropriate use of mobile phones during college hours;
- Pupils and teachers must read and understand the Acceptable Use Policy;
- The Acceptable Use Policy for mobile phones also applies to pupils during school excursions, camps and extra-curricular activities both on the college campus and off-site.

Rationale

- 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;
- St Lawrence College accepts that parents/carers 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 contact their child at certain times during the school day if they need to.

Responsibility

- It is the responsibility of pupils 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. It is incumbent upon parents to understand the capabilities of the phone and the potential use/mis-use of those capabilities;
- Parents/carers should be aware that 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 College may not be able to accept responsibility for any loss, damage or costs incurred due to its use;
- Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure their child is reached in a relevant and appropriate way.

Guidelines for use

Reference:	
Owner:	SS Dep Hd (P)
Version:	1.1
Effective Date:	03-Oct-17
Last reviewed:	Aug 23
Next review due:	Aug 24

Staff

- Staff may bring personal mobile telephones and tablet computers into school for their own use. However, staff using personal devices in school must not use them during lessons and must ensure there is no inappropriate or illegal content on the device.
- Staff must *not* use personal mobile phones/devices to take photographs of children in school or on school visits.
- It is the responsibility of all members of staff to be vigilant and to report any concerns to the Deputy Head (Pastoral) / DSL. Concerns will be taken seriously and investigated appropriately. The Deputy Head (Pastoral) / DSL reserves the right to examine the contents of personal devices at any time, if there is cause for concern.
- It is permissible for boarding staff to use personal mobiles/devices at suitable times, provided:
 - They are *not* used to take photographs;
 - They are *not* used to communicate with pupils;
 - Internet-enabled devices are used within the bounds of the school's Staff ICT Acceptable Use Policy.

Kirby pupils

- Pupils going on school trips/away fixtures may take their mobile phones with them but may only use them with the express permission of the member of staff taking the trip
- Boarders in Kirby may use their mobile phones after 5.10pm (but only in the House and not during prep) and on Sundays.
- Pupils may not use their mobile phones during the working day (8.20am – 5.10pm) unless given express permission to do so by a member of staff.

Senior pupils (Years 9-13)

- Pupils may only use their mobile phones whilst on House territory
- Pupils going on school trips/away fixtures may take their mobile phones with them but may only use them with the express permission of the member of staff taking the trip.
- Pupils may use their phones after 5.10pm during the working week and on Sundays. Boarders may also use them during town leave.
- Pupils should protect their phone numbers by only giving them to close friends and keeping a note of them. This can help protect the pupil's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages;
- St Lawrence College 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 and 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;

Unacceptable Uses

- Mobile phones must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during lesson times;
- Using mobile phones to bully and threaten other pupils 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. (Refer to the e-Safety and IT Acceptable Use Policy);
- It is forbidden for pupils to "gang up" on another pupil and use their mobile phones to take videos and pictures of acts to humiliate that pupil and then send the pictures to other pupils or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any pupil 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 pupils, staff or visitors to the College;
- Should there be more than one disruption to lessons caused by a mobile phone, the responsible pupil may face disciplinary actions as sanctioned by the Deputy Head, Pastoral;
- It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the pupil will be asked and expected to delete those images;

Theft or damage

- Pupils who bring a mobile phone to college should leave it in their bag when they arrive. To reduce the risk of theft during college hours, pupils who carry mobile phones are advised to keep them well concealed and not 'advertise' that they have them;
- Mobile phones that are found in the college and whose owner cannot be located should be handed to the Bursary Reception;
- St Lawrence College accepts no responsibility for replacing lost, stolen or damaged mobile phones;
- St Lawrence College accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from 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). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared;
- Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.

Inappropriate conduct

- Under JCQ regulations, mobile phones are banned from all examinations. Pupils MUST hand phones to invigilators before entering the exam hall. Any pupil 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;
- Any pupil who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action;

- Pupils 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. Pupils using mobile phones to bully other pupils 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, St Lawrence College may consider it appropriate to involve the police.];
- Pupils 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.

Sanctions

The following sanctions may be used in consultation and in conjunction with the e-Safety and IT Acceptable Use Policy.

- Any Kirby pupil caught using their mobile phone or with it visible during the working day must expect to have it confiscated. The phone will be given directly to the Kirby Housemaster or Boarding Housemaster or put in their pigeon hole in an envelope with the name of the pupil clearly written on it. The phone will be returned at the end of the following day. Further infringements will result in the mobile phone being kept by the HSM for a longer period.
- Any Senior School pupil (Years 9-13) caught using their mobile phone anywhere or with it visible other than on House territory must expect to have it confiscated (unless they have been given express permission to use it by a member of staff). The phone will be given to the relevant HSM or put in their pigeon hole in an envelope with the name of the pupil clearly written on it. The phone will be returned at the end of the following day. Further infringements will result in the mobile phone being kept by the HSM for a longer period.

Repeated infringements of the mobile phone code of conduct may result in a ban on bringing or having a mobile phone to/at school. In such instances parents/carers would be informed and involved.

Use of Cameras

Staff and Pupils:

- Where possible, staff will use designated school cameras/devices to take photos in school, in the boarding department or on outings.
- Where staff are required to use their own phones for school purposes, all images should be transferred onto College media and pupil imagery should be erased from the personal device as soon as practicable.
- Pupils using school cameras or devices to take photographs should always be supervised.
- Images taken must be deemed suitable, without putting children into any compromising positions that could cause embarrassment or distress.

Parents:

- Parents may take photographs at school events, or when accompanying pupils on school trips, except in the following circumstances:
 - No photographs may be taken whilst children are changing for an activity, or in any of the school changing rooms, or whilst swimming.

- Photographs must not be taken during performances of school plays, productions or concerts without the express permission, prior to the performance, of the production director or the Deputy Head (Pastoral) / DSL. If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience.
- Video or sound recording of a copyright musical or theatrical performance is normally forbidden. Where no performance rights are involved, parents should first seek the school's permission.

Use of Images

- On signing the Acceptance Form when their children enter the school, parents agree to abide by the school's Terms and Conditions. These Terms and Conditions (Section 30) confirm that photographs/images of pupils taken in school may be included in the school's promotional material and on the school's website.
- No photograph of a pupil will be published that includes the pupil's full name without the parent's consent.
- Where parents have expressly asked for their child's image *not* to be used in the media, they should make their child aware and should write to the Principal, requesting an acknowledgement of this letter.

Review

This policy is reviewed annually in accordance with the College policy review schedule.

Revision History

Version No.	Revision Date	Summary of change	Approved by	Updated by
1.1	3 Oct 17	Addition of Camera use policy	DJJ	JAC

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