

## **Mobile Phone Protocol**

These procedures relate to all pupils at Mayflower High School and should be read in conjunction with the School's Behaviour and Discipline Policy and Anti-Bullying Policy.

### **Aims**

The aims of this document are:

Students are responsible users of all digital technologies

Students are aware of how to stay safe on their mobile phone.

Clear rules and guidance are set out

### **Mobile phones in school**

Students will not have their mobile switched on during lesson time.

Students will only be allowed to look or use a mobile phone at breaktime, lunchtime, before and after school, unless a member of staff has given them special permission.

Students whose phone makes a sound or where the phone is visible in a lesson will have the phone confiscated. The phone will be held in a safe overnight and a parent/carer will need to collect the phone the next school day, during school hours.

No mobile phone is allowed to be out in any toilets or changing rooms.

No videos or photos are allowed to be taken on school site.

Where a criminal offence has occurred regarding the mobile, the police will be contacted.

### **Use of Mobile Phones or other electronic devices**

All students will adhere to the following while they are on school site:

During lessons students may only use phones for educational purposes and with permission from a teacher.

Students will not post personally identifiable information about themselves or other people anywhere visible to the public. This includes passwords, emails, names, home and school address, school uniform, together with telephone numbers, age, gender, educational details, financial details etc.

Students will not take or distribute images of anyone without their permission.

Students will not take any pictures or videos on school site in any location at anytime.

Students must not live stream any part of the school.

Students must not be wearing their uniform or parts of their uniform in any posts they choose to place on social media.

Students will not post information about other people anywhere without their permission.

Students will not agree to meet with someone they have 'met' online without their parents' full knowledge and approval.

Students will not post, use or produce images which are obscene, vulgar, inflammatory, threatening, nor will they post or use language that is disrespectful of or harmful to others.

Students will not send offensive or harmful material to other users.

Students will not publish anything that they know to be either false or harmful about the School, its staff, fellow pupils or their parents.

Students will not participate in acts of cyberbullying. .If they see or hear of any evidence of cyberbullying, they will report it immediately to a member of staff.

Students will not use the School's name, initials or branding to label or promote campaigns, initiatives or events on social media sites or other places (for example, in an Instagram account name), without permission from the Headteacher or Designated Safeguarding Lead

### **Mobile Phone disruption in lessons**

Mayflower High School, alongside national organisations, such as the NSPCC, Childline and the UK Safer Internet Centre, recognise that mobile phones provide everyone with many positive opportunities to take advantage of our increasingly interconnected world. However, we are equally aware that there is the potential for these phones to disrupt lessons and have a negative impact on learning and teaching.

The school would recommend that the use of mobile phones should be limited to before the school day has started, after it has finished and during break and lunchtimes, in the playground and dining hall. Mobile phones should not be taken out during lessons and should not be used inside the school's buildings. Photographs and recordings should not be taken at any time, unless express permission has been granted.

**If a mobile phone is taken out during lessons, it will be confiscated. It will be retained in the school UNTIL THE NEXT SCHOOL DAY and must be collected by a parent between 08:30 and 16:30.**

The school accepts no responsibility for loss or damage to mobile phones.