



**THE MILTON
KEYNES ACADEMY**
*Creative
Education
Trust*

The Milton Keynes Academy

Mobile Phone Acceptable Use Policy



Mobile Phone Acceptable Use

1. Purpose

1.1. The widespread ownership of mobile phones among young people means that students, teachers and support staff, parents and carers must ensure that mobile phones are used responsibly at the Academy. This Acceptable Use Policy is to ensure that potential problems involving mobile phones can be addressed, so that the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

1.2. Milton Keynes Academy has established the following Acceptable Use Policy for mobile phones that provides students, teachers and support staff, parents and carers with guidelines and instructions for the appropriate use of mobile phones during school hours.

1.3. Students, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which students are allowed to bring mobile phones to school.

1.4. The Acceptable Use Policy for mobile phones also applies to students during school trips, residential visits and extracurricular activities both on the school site and off-site.

2. Rationale

2.1. The Academy recognises that communicating via mobile phones is an accepted part of everyday life but that such technologies need to be used properly.

2.2. Milton Keynes Academy accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also concern about the journey to and from school. Parents feel reassured that their child can contact them if they are at risk while coming to and from school.

3. Responsibility

3.1. It is the responsibility of students who bring mobile phones to the Academy to follow the rules outlined here.

3.2. The decision to provide a mobile phone to their children is made by parents or carers however parents and carers need to understand the potential for misuse.

3.3. Parents/carers should be aware the Academy cannot accept responsibility for any loss, theft or damage.



3.4. Parents/carers are reminded that in cases of emergency, the Academy Reception remains the appropriate point of contact and ensures your child is reached in a relevant and appropriate way.

4. Acceptable Uses

4.1. Mobile phones/MP3 players/mobile devices should be switched off before students reach the front gate and kept out of sight in a school bag or locker during school hours. Any headphones or earphones should also be out of sight during the school day. The same rules apply to Sixth Form students except when in Studio 6 where phones may be used at the discretion of the Studio 6 Year Team. Parents/carers are requested that in cases of emergency they contact the school first so we are aware of any potential issue and can make any necessary arrangements.

4.2. Mobile phones should not be used in lessons or to disrupt the normal routine of the school.

4.3. Students should protect their phone numbers by only giving them to close friends. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

4.4. The Academy recognises the importance of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, playback, blogging, etc. In the future teachers may wish to utilise these functions to aid teaching and learning and students may have the opportunity to use their mobile phones in the classroom. On these occasions students 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. Unacceptable Uses

5.1. Unless express permission is granted, mobile phones should not be used to make calls, send messages, surf the internet, take photos or use any other application during school lessons and other educational activities such as assemblies.

5.2. 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.

5.3. Mobile phones must not disrupt classroom lessons with ring tones, music or beeping. Mobiles should be turned off during the school day.



5.4. 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. (Refer to the On Line Safety Policy.)

5.5. Students should not use their mobile phones to take videos and pictures of acts to denigrate and humiliate another student and then send the pictures to other students or upload it to a website for public viewing. 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.

5.6. Mobile phones should 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 or staff.

5.7. Should there be any disruption to lessons caused by a mobile phone, the student will face sanctions that may include the confiscation of the phone until the end of the school day. If misuse in lessons is persistent the student may be banned from bringing a mobile to school.

5.8. It is unacceptable to take a picture or video of a member of staff without their permission. In the event that this happens the student will delete those images and face a sanction.

5.9. Headphones/earphones should not be used whilst moving around the school site during the school day.

6. Theft or damage

6.1. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed in their school bag or locker and not 'advertise' they have them.

6.2. Mobile phones that are found in the Academy and whose owner cannot be located should be handed in to reception.

6.3. The Academy accepts no responsibility for replacing lost, stolen or damaged mobile phones.

6.4. 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.

6.5. Lost and stolen mobile phones in the UK can be blocked across all networks making them virtually worthless because they cannot be used.



7. Inappropriate conduct

7.1. Mobile phones are banned from all examinations, including mocks. Students **MUST** hand in phones before entering the exam hall. Any student found in possession of a mobile phone during a public examination will be reported to the exam board and their paper may be disqualified. Such an incident may result in all other exam papers being disqualified.

7.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face sanction.

7.3. Students with mobile phones should not engage in personal attacks, harass another person, or post private information about another person, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face sanction. (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 Academy may consider it appropriate to involve the police.)

7.4. Students must not store files on their phones which 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 images - is also a criminal offence.

8. Sanctions

8.1. Students who break the rules will have their phones confiscated by a member of staff for the remainder of the school day. If the phone is being used inappropriately the student must give it to a member of staff when requested.

8.2. The mobile phone will be confiscated by the member of staff on Patrol and taken to the relevant year team office for safe-keeping. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident.

8.3. Persistent misuse of a mobile phone will lead to parents/carers being asked to collect the phone from the Academy.

8.4. Persistent and serious misuse of a mobile phone will result in a ban on bringing a mobile phone to school.