



Barneslai Close
Barnsley
S70 2HS

Circular Letter No 13/12/13

To: Headteachers of all schools
Date: 4 October 2012
Status: Read and retain
Contact: Steve Brailsford
Tel: 01226 773529
Email: stevebrailsford@barnsley.gov.uk

Dear Colleague

MOBILE PHONE USE IN SCHOOL: POLICY

Please find attached a copy of the policy for the use of mobile phones by pupils in school. It has been prepared by Darton College and agreed by Governors. The Principal has agreed to sharing it with all schools.

Yours sincerely

Steve Brailsford
Assistant Head of Service

Enc

MOBILE PHONE USE IN SCHOOL POLICY

In order to make sure mobile phones are used properly in school and so not affect your learning it has become necessary to put a policy in place so you, the staff and your parents are confident that we all understand the rules in relation to their use. Should this policy not be effective the School will have no alternative but to ban mobiles entirely to ensure you are able to continue to learn without disruption or upset.

Advice on Safe Use of Mobile Phones

Using your mobile can be really useful but you need to be careful and keep it safe.

- Don't give out your number or friends' numbers to people you don't know, especially in Instant Messenger, Facebook or Chat Rooms.
- Keep your security code or PIN number private.
- If you get texts, which upset you, don't reply but keep a record and tell an adult. In serious cases you can report it to the police.
- If you receive a rude or embarrassing image or text about someone don't forward it to others, tell an adult.
- Distributing unpleasant images of other people is wrong and could be illegal. If you receive something like this tell an adult immediately.
- Ask permission before taking a picture of your friends and think before sending it on. Be careful of sending any images of yourself. Once sent you have lost control of it and it could become public before you know it.

See Kidsmart at www.kidsmart.org.uk and www.thinkuknow.co.uk for leaflets and more information on staying safe.

Benefits

- You can use phones in cases of emergency especially to and from school where you are more vulnerable.
- You may feel more confident knowing you can make contact with someone if in difficulties, although if it is a school issue you must tell a member of staff in school first so we can deal with the incident quickly.
- You can use many of the facilities on your phone to support your learning.

The Potential Disadvantages

- Mobiles are valuable and can be lost or stolen.
- You can be bullied or bully others by text messaging, silent phone calls, social networking sites, images and video.
- Mobiles can be used to communicate inappropriate material.
- Unsuitable people use mobile phones, text messages, social networking sites and images to make inappropriate contact with young people.
- You can ring home about a problem first and the school does not find out about the incident quickly to action a response.
- Contact is made with you in lessons through text, phone or through you checking social networking sites which is distracting to your learning.

- You could hear bad news by phone without the school having the opportunity to support you.
- 'Trolling' can result in police involvement and a potential jail sentence. This will not be tolerated in school and cyber bullying will be dealt with severely.

College Policy

- Mobile phones should be kept switched off and out of sight in lessons where they are not part of the learning experience.
- There is no issue with you using your mobile to listen to music or play games at break and lunchtime. Earphones visible during lesson will be confiscated.
- In very unusual circumstances, such as a family emergency, you should seek permission and a note from your Student Progress Leader to use your phone. Parents are requested though to go through the school telephone system so we can support you or take you somewhere private to hear bad news from your parents.
- If you ignore this policy and use a mobile in lesson without permission.....

In this space the school can set out their sanctions

- If a member of the staff of the school has any suspicion that a mobile phone has unsuitable material stored on it, you will be required to hand over the phone to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation. Parents will need to recover the phone from the police in such circumstances.
- You remain responsible for your property while it is with you and will bear the responsibility of any losses.
- Any failure to comply with the above guidelines may result in normal disciplinary action to be taken up to and including the consideration of permanent exclusion.

We have no desire to ban mobile phones but your safety and learning are the most important things. If you follow the above policy we will be able to work together.

Thank you for your co-operation.

Headteacher