

2021/22

# Mobile Phone Policy

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Related Policies for Abbey Community College.  
Teaching for Learning  
Inclusion Policy  
Pastoral Care  
E Safety  
Confidentiality  
Safeguarding/child protection policy  
Positive Behaviour Policy  
ACC BYOD Updated Policy 2020

**Summary:**

- To allow the safe use of mobile phones which will support learning and protect all members of the school community.

**ADDITIONAL NOTES**

The Legislative Context:

Circular Number: [2016/26](#) - EFFECTIVE EDUCATIONAL USES OF MOBILE DIGITAL DEVICES

Circular Number: [2016/27](#) - ONLINE SAFETY

**History:**

Drafted: 2019

Updated: March 2021

By: **Head of Pastoral Care**

**Key Dates:**

Emailed to Board of Governors:

Discussed at Board of Governors:

Circulated to staff:

To be reviewed:

## Mobile Phone Policy

Mobile Phones/ Digital Devices	3
Definitions:	3
Mobile phone/devices use in school	3
Guidelines on adherence to this policy	4
Advice to parents	5
Information Leaflet	5

## Mobile Phones/ Digital Devices

Abbey Community College recognises mobile phones/devices as being an integral part of youth culture. However, the duty of care for each and every child in the school is paramount and this policy will attempt to weigh the balance between child protection and the safe use of mobile phones/devices in school. The following is a synopsis of the Policy, the full policy is available on the website or from the school office on request.

### Definitions:

<b>Camera phone:</b>	A mobile phone or device which can record still and/or moving images and audio recordings.
<b>Text bullying:</b>	The use of text, picture or video clip to harass or bully another student either directly to their phone or spread to other phones or internet.
<b>Bluetooth/Infra-red:</b>	Proximity transfer of information between phones using wireless or infra-red technology.
<b>Smart watches:</b>	Watches that have the ability to do everything a mobile phone or device can do.

### Mobile phone/devices use in school

Students are permitted to carry mobile phones/devices into school, in their bags or internal blazer pocket.

Abbey Community College does not accept responsibility for damage to, nor loss of, a mobile phone/device regardless of the circumstances.

Mobile phones can only be used to make and receive calls up to 8.45am, during break time and at lunch time.

They must not be used in class or in corridors between lessons.

Under no circumstances is any student permitted to take a photo/video/sound recording on the school premises. Students who do this will be the subject of a disciplinary enquiry.

Any student found to be up-loading recordings to the Internet depicting the College brand, or involving staff or children in school uniform, will be the subject of a disciplinary enquiry. The College reserves the right to suspend or expel a student for this action.

The use of mobile phones/devices is strictly prohibited in the examination hall. This means they should be switched off and handed to the Invigilator. According to

exam regulations, if students are found with mobile phones/devices they run the risk of being disqualified from public examinations.

### Guidelines on adherence to this policy

Students who use their mobile phones/device inappropriately in class will firstly be given a warning and asked to put it away.

If a student continues to use their phone/device inappropriately in class he/she will have it confiscated until the end of the day. The phone/device will be sealed in an envelope and left in the school office.

If a student refuses to hand over the phone/device the teacher will make a direct referral to the Head of Year.

Where a student has used their phone/device inappropriately (taking photos, videos etc) the Head of School or Deputy Principal will be informed. The phone will be held and a letter issued to the Parent/Guardian. The phone will be returned to the Parent/Guardian at an arranged interview.

Serious inappropriate use of mobile phones/devices may result in the involvement of the PSNI or Social Services.

## Sanctions – Mobile Phones

Aspect	Mild (LF1) NON-COMPLIANCE	Moderate (MF2) NON-COMPLIANCE	Severe (HF3) NON-COMPLIANCE	Interventions
Unauthorised use of Phone (messages/ games)	Teacher asks student to put phone away	Phone removed and given to student at end of lesson	Phone confiscated and given to HOY/ HOS. Phone handed back at end of day (Parents contacted)	<ul style="list-style-type: none"> <li>Reference made to mobile phone policy</li> <li>Student User Agreement - Planner</li> <li>Positive Behaviour Policy</li> <li>Student Reflection Report</li> <li>Internet Safety Assembly</li> <li>School Examination Policy</li> <li>ICT Scheme of Work</li> </ul>
Cyber bullying in school		Bullying concern form completed. Parents contacted	Possible involvement of external agencies. Possible suspension.	
Taking/ recording inappropriate content of a member of the school community			Phone confiscated and possible suspension. (Involvement of PSNI/ Social Services)	
Use of mobile phone in public examination			Phone confiscated, Parents notified. Possible disqualification, notification to appropriate examination body.	
Uploading inappropriate content that brings into disrepute the name of Abbey Community College			Phone confiscated, Possible expulsion and involvement of external agencies (i.e. PSNI/ Social Services)	
Inappropriate use of Social Media/ Mobile Phone outside of school			Parents Informed – possible involvement of Social Services/ PSNI	

## Advice to parents

Please avoid communicating with your child on their mobile phones during the day. If there is an emergency situation where you must contact your child at any time, please phone the school on 90 867431 and we will contact your child immediately.

## Information Leaflet



The leaflet cover features a dark red background with a faint, stylized image of a person's face. On the right side, there is a photograph of a smartphone with white earbuds plugged in. Below the phone is the Abbey Community College logo, which consists of a circular emblem with a tree in the center and the text 'ABBAY COMMUNITY COLLEGE' around the perimeter. The text 'MOBILE PHONE GUIDE' is prominently displayed in large, white, bold letters, with '2021/22' underneath it. The school's motto, 'Believe, Achieve, Succeed', is written in a white, italicized font at the bottom right. On the left side, under the heading 'Useful Websites', there are two sections: 'Text Bullying' with links to www.bullyonline.org, www.stoptextbully.com, www.childline.org.uk, and www.nch.org.uk; and 'Internet Safety' with links to www.thinkuknow.co.uk, www.virtualglobaltaskforce.com, www.getsafeonline.org, www.chatdanger.com, and www.websafecrackerz.com. At the bottom left, the phone number '02890867431' and the website 'www.abbeycommunitycollege.co.uk' are listed.

This policy has been formulated after consultation with the students and staff of the College.

**Rationale**  
Abbey Community College recognises mobile phones as being an integral part of youth culture. However the duty of care for each and every child in the school is paramount and this policy will attempt to weigh the balance between child protection and safe use of mobile phones in the school.

**Purpose**

- To inform staff, students and parents about safe mobile phone use in school.
- To highlight the child protection and safeguarding issues of using camera phone technology in the school.
- To raise awareness of mobile phones and external examination policy.
- To eliminate the possible use of text messaging in school as a form of bullying.
- To determine exactly when mobile phone use is permitted in the school.
- Offer safety guidelines to the students on general mobile phone use.
- To outline the consequences of not adhering to our mobile phone policy.

**Definitions**

**Camera phone:** A mobile phone or device which can record still and/or moving images and /or audio recordings.

**Text bullying:** the use of SMS text, picture or video clip to harass or bully another student either directly to their phone or spread to other phones or internet.

**Bluetooth/Infra-red:** proximity transfer of information between phones using wireless or infra-red technology.

**Smart watches with camera features**

**Mobile phone use in school**

□ Students are permitted to carry mobile phones into school, in their bags or internal blazer pockets.

□ Abbey Community College does not accept responsibility for damage to, nor loss of, a mobile phone regardless of the circumstances.

□ Mobile phones can only be used to make and receive calls up to 8:45am during break time and at lunch time.

□ They must not be used in class or in corridors between lessons.

□ Under no circumstances is any student permitted to take a photo/video/sound recording on the school premises. Students who do this may be the subject of a disciplinary enquiry.

□ Any student found to be up-loading recordings to the Internet depicting the College brand, or involving staff or children in school uniform, will be the subject of a disciplinary enquiry. The College reserves the right to suspend or expel a student for this action.

□ The use of mobile phones is strictly prohibited in the examination hall. This means they should be switched off and handed to the invigilator.

According to exam regulations, if students are found with mobile phones they run the risk of being disqualified from public examinations.

**Safe use of mobile phones**

□ Only give your number to close friends and family you can trust.

□ Report to a member of staff if someone has taken a picture/video/sound recording of you in school.

□ Use the secure PIN code setting

□ Report to a trusted adult if you receive any text message which is offensive to you. It is best you do not delete this text until you have shown it to an adult.

**Advice to parents**

Please avoid communicating with your child on their mobile phones during the day. If there is an emergency situation where you must contact your child at any time, please phone the school office (028 9086 7431) and we will contact your child immediately.

**Guidelines on adherence to this policy**

□ Students who use their mobile phones inappropriately in class will firstly be given a warning and asked to put it away. If a student continues to use their phone inappropriately in class he/she will have it confiscated until the end of the day. Staff should bring this phone to the General Office in an envelope with the student's name and class and the date written on it.

□ If this is refused a teacher will make a referral directly to the Head of Year.

□ Where a student uses their phone inappropriately, i.e. taking photos, videos, etc. report it directly to the relevant Head of School or Deputy Principal. The phone will be held and a letter issued to their Parent/Guardian. The phone will be returned to the Parent/Guardian at an arranged interview.

□ Serious inappropriate use of mobile phones may result in the involvement of the PSNI or Social Services.