

Mobile Phone Policy

Dear Parents

Below you will find the school's acceptable use policy for mobile phones. Today, we find that many students in Key Stages 3 and 4 carry mobile phones with them to school, as do some younger children. Thankfully, most students use their phones responsibly, looking after them carefully, keeping them turned off during class time and using them only in an emergency.

We understand that many parents like their children to have mobile phones so that they can be contacted easily whilst travelling between home and school, and for this reason they are permitted in school.

We encourage parents to consider carefully the wisdom of sending children to school with expensive mobile phones. For emergency use, the most basic mobile telephones are more than adequate and far less tempting for a potential thief. Mobile phone theft is very rare at our school and we are working hard to keep it that way.

If parents need to contact their child during the school day, they should do so through the office - telephone 03 330 0555 x 2003.

Yours sincerely
Nick Hardcastle
Head of Senior School

POLICY FOR THE ACCEPTABLE USE OF MOBILE PHONES BY STUDENTS

Purpose

The increased ownership of mobile phones requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly within the school environment.

This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed.

Dhahran British Grammar School has established the following Acceptable Use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours.

In order for students to carry a mobile phone during school hours, students and their parents or guardians must first read, understand and agree to the Acceptable Use Policy.

The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities. On overseas trips from Dhahran British Grammar School, students are not normally permitted to carry mobile phones.

Rationale

Personal safety and security

Dhahran British Grammar School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety.

Responsibility

It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents or guardians.

Permission to have a mobile phone at school while under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy.

Use of Mobile phones

Mobile phones and other internet-enabled devices must be turned off and kept in students bags/lockers at all times, unless a member of staff specifically allows their use in supervised situations for educational purposes.

Students may only make and receive telephone calls at the school office. SMS and other message services should not be used in school.

Parents are reminded that in cases of emergency, the **school office** remains a vital and appropriate point of contact and can ensure that your child is reached quickly, and assisted in any appropriate way. The school office must be the first point of contact.

Unacceptable Uses

Should there be disruptions to lessons caused by a mobile phone, the responsible student will face disciplinary actions as sanctioned by the head teacher. These sanctions are listed below.

Students must ensure that personal electronic devices do not contain material considered inappropriate or offensive to individuals.

Theft or damage

Students who bring a mobile phone onto school premises should keep it in their bag or pocket. During lessons where it is necessary to leave the phone elsewhere, it may be handed to a teacher (e.g. PE valuables exchange), or placed in a locker. Telephones should not be left in unattended bags.

The school accepts no responsibility for replacing mobile phones that are lost, stolen or damaged whilst on school premises or on school sponsored functions.

The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared.

Inappropriate conduct

Students using electronic media to harass, bully or offend members of the school community will face disciplinary action, including suspension.

Sanctions

Students infringing on the rules noted above will have their phone confiscated. Students will be able to collect their phone from the school office at 2:30 the same day. If a student has a phone confiscated on a second occasion, their parents will be informed and parents will be required to collect the phone from the school office.

Effective: 16 September 2013