



## Mobile Phone Code of Conduct

March 2024

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### *School Mission Statement*

*“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”*

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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### **Introduction**

Students and their parents/carers must read and understand the Mobile Phone Code of Conduct as a condition upon which permission is given to bring mobile phones to school.

‘Mobile phone’ is used throughout this document but refers to any type of digital device e.g. watches, ipads or tablets, which use the same technologies.

### **1. Rationale**

1.1 St Bede’s School recognises that personal communication through mobile technologies is an accepted part of everyday life, but that such technologies need to be used well.

1.2 Personal safety is vital and it is the school’s responsibility to make sure that students feel safe so that they can engage in their learning and develop as responsible caring young adults.

### **2. Purpose**

2.1. The widespread ownership of mobile phones among young people requires that school staff, teachers, students and parents/carers take steps to ensure that mobile phones are used responsibly at school. This Mobile Phone Code of Conduct is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

2.2. St Bede’s School has established the following Mobile Phone Code of Conduct for mobile phones that provides school staff, teachers, students and parents/carers, guidelines and instructions for the appropriate use of mobile phones on the way to and from school, during school hours and after school.

2.3. The Mobile Phone Code of Conduct also applies to students during school excursions, trips both on the school site and off-site.

### **3. Responsibility**

3.1. Students are not permitted to use or handle any type of mobile phone at school, including watches, ipads, tablets, or any similar device that uses the same technologies. Students must abide by the guidelines outlined in this document.

3.2. Any mobile or electronic device that is brought into school must be switched off and kept out of sight. If devices are seen they will be confiscated and an automatic demerit will be issued.

3.3. It is the responsibility of all students to ensure that they do not use or handle their mobile device during the school day.

3.4. Parents/carers are reminded that in cases of emergency, the school office is the first point of contact and office staff can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

3.5 Mobile phones and similar devices must not be used at all throughout the school day. Phones may not be used again until a student has left the school site at the end of day.

#### **4. Unacceptable Uses**

4.1. Using mobile phones to bully or threaten other students is totally 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.

4.2. It is forbidden for students to join together to target any student, individual or member of staff; to use their mobile phone to take videos/images/recordings in order to denigrate and humiliate an individual. Sharing, sending or uploading images/videos/recordings to other students or individuals, or making them publicly available is strictly prohibited.

This also includes using mobile phones to photograph/film/record any student, individual or member of staff with or without their consent. 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.

4.3. It is unacceptable to take a picture, video or record a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images, videos or recordings. An appropriate sanction will be given.

#### **5. Inappropriate Conduct**

5.1. Any student who uses vulgar, derogatory, or obscene language transmitted through a mobile phone will face disciplinary action.

5.2 The downloading or republishing of images or logos from the school website is strictly forbidden.

#### **6. Sanctions**

6.1. Students who infringe the rules set out in this document will have their phones confiscated by school staff. The incident will be recorded.

6.2. Phones will be given to the school office when a phone is confiscated. Phones will be kept securely.

6.3. Students may collect their phones from reception at the end of the school day.

6.4. As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident – of a serious nature - being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

6.5. Failure to hand over a phone that is seen on the school site will result in an immediate isolation. The student will remain in isolation until they hand over their phone as requested.

#### **7. Theft or damage**

7.1. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or devices if they are brought into school.

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