



St Hugh's
School

Woodhall Spa

Mobile Phone Acceptable Use Policy for Boarding Pupils

St Hugh's School has awarded its boarders the privilege of keeping mobile phones within the Boarding House. As a result, staff, pupils and parents need to take steps to ensure that these mobile phones are used responsibly. This policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide can continue to be enjoyed by our boarders.

Rationale

This policy provides teachers, pupils and parents with guidelines and instructions for the appropriate use of mobile phones during term time. We request that parents read and authorise the Acceptable Use Policy before pupils are given permission to bring mobile phones to school.

Responsibility

- It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document.
- The decision to provide a mobile phone to their children should be made by parents/guardians.
- Permission to have a mobile phone at school while under the school's supervision is contingent upon a parent/guardian accepting responsibility for this.
- Mobile phones should be switched off and kept in the boarding house at all times during the school day. Pupils will be advised of allotted times at which they may use their phone (7:45pm-8:15pm).

Implementation

- Parents/guardians should not contact their child during the school day by way of the pupil's mobile phone. In cases of emergency, the School Office is the appropriate point of contact.
- If a pupil uses a mobile phone on the school premises without permission, the phone will be confiscated until discussion can be had with the pupil's parents.

- If a member of staff has any suspicion that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone to a member of staff for inspection.
- Any failure to comply with the above guidelines will result in sanctions in line with our behaviour policy.
- A content filtering app should be installed to block inappropriate content, please contact N Wallis, Deputy Head Pastoral, if you require more information about this.
- Any bullying via calls, messages or pictures on a mobile phone will be dealt with in accordance with the school's bullying and safeguarding policies.
- Any apps installed on a mobile phone must be age-appropriate to the pupil. It is important to realise that many of the social media apps require users to be at least 13 years old. Consequently, the use of Instagram, Snapchat, Facebook or any other associate apps will not be allowed.
- Pupils must not use the mobile phone to take or store images of current pupils without their permission.
- Pupils must not use 3G or 4G in the boarding house.
- Pupils must not take their phones into their dorms.

Monitoring

All members of staff are to monitor the use of mobile phones in accordance with this policy. If a pupil is found with inappropriate apps, such as Snapchat or Instagram, 3G or 4G enabled will have their phones confiscated.

General advice to parents on safety issues concerning mobile phones

- Pupils should protect their phone numbers by giving them only to friends and keeping a note of who they have given them to. This can help protect the pupil's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages. Security codes or PIN numbers should be kept private.
- Pupils should not allow other pupils to use their phone.
- If unpleasant texts or pictures are received, pupils should always tell an adult immediately. Rude or embarrassing images or texts should never be forwarded to others.
- Parents must ensure the device is insured against damage or theft.
- St Hugh's School takes no responsibility for the loss of, or damage to any mobile phone.
- It is recommended that phones are clearly labelled, as with all possessions brought to school.

Evaluation

St Hugh's school will review the situation on a regular basis, to check that the policy is appropriate and workable.



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Name of Child:

Date of Birth:

I hereby give permission for the above child to have a mobile phone in school for use in the boarding house and I agree to ensure that my child abides by the policy.

I confirm that a filtering app has been installed.

Signature of Parent:

Full Name:

Signature of Pupil:

Full Name:

Date:

Please return form to:
Mrs S L Warwick-Smith
Head of Boarding
St Hugh's School
Woodhall Spa
LN11 6TQ

Reviewed Sept 2023 SLWS
Next review due Sept 2024