



LAURUS
GRACE

Mobile Devices Acceptable Use Policy

Author: Head of School

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Purpose

1. The widespread ownership of mobile devices among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety) can continue to be enjoyed by our students.
2. Laurus Grace has established the following Acceptable Use Policy for mobile devices that provides teachers, students, parents and carers with guidelines and instructions for the appropriate use of mobile devices during school hours.
3. Students, and their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile devices to school.

Philosophy

1. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.
2. The school recognises that mobile devices can be used to support teaching and learning when used effectively.
3. Laurus Grace accepts that parents/carers give their children mobile devices to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile device gives parents and carers reassurance that they can contact their child if they need to speak to them urgently out of school hours.

Responsibility

1. It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document.

2. The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/mis-use of those capabilities.
3. Parents/carers should be aware that if their child takes a mobile device to school, it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.
4. Parents/carers are reminded that in cases of emergency, the school office is the point of contact. We can ensure your child is reached in a relevant and appropriate way. If a student needs to contact parents/carers they are to go to the school office or talk to their Class Tutor to seek permission to use the phone.

Acceptable Uses

1. 4.1 Mobile devices should be switched off and kept out of sight during the school day. Parents/carers are requested that in cases of emergency they contact the school first so we are aware of any potential issue and may make any necessary arrangements.
2. While on school premises, mobile phones must be switched off and kept in the individual class locker throughout the day. Staff have the right to confiscate mobile devices if seen during any part of the school day.
3. Students should protect their phone numbers by only giving them to close friends. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.
4. The school recognises the importance of emerging technologies present in modern mobile devices e.g. camera and video recording, Artificial Intelligence, blogging, etc. In the future teachers may wish to utilise these functions to aid teaching and learning and pupils may have the opportunity to use their mobile devices in the classroom. On these occasions pupils may use their mobile devices in the classroom when express permission has been given by the teacher.
5. The use of personal mobile devices in one lesson for a specific purpose does not mean blanket usage is then acceptable. To ensure safeguarding is adhered to the staff member will risk assess the phone usage for the lesson (See Appendix 1).

Unacceptable Uses

1. Unless express permission is granted, mobile devices should not be used to make calls, send messages, use the internet, take photos or use any other application during the school day.
2. The bluetooth function of a mobile device must be switched off at all times and not be used to send images or files to other mobile devices.
3. Mobile devices must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during lesson times.
4. Using mobile devices to bully and threaten other students is 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. (Refer to the Anti-bullying, E-Safety and IT Policy.)
5. It is forbidden for students to "gang up" on another student and use their mobile devices to take videos and pictures of acts to denigrate and humiliate that student, and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile devices to photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
6. Mobile devices are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
7. Should there be more than one disruption to lessons caused by a mobile device, the responsible student may face disciplinary actions as sanctioned by the Assistant Head of School in conjunction with the E-Safety and IT Policy. If mobile devices are visible during lessons, then may be confiscated and handed to the office staff where the student can collect at the end of the school day.
8. It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images.
9. Staff may examine and/or erase any data or files on the device, as long as they think there is a 'good reason' to do so. When deciding whether there is a good reason to examine or erase data or files, the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to:

- Cause harm
 - Disrupt teaching, or
 - Break the school rules
- 10.** If inappropriate material is found on the device it is up to the staff member to decide whether they should:
- Delete that material
 - Retain it as evidence (of a criminal offence or a breach of school discipline) or
 - Report it to the police
- 11.** Headphones/earphones/speakers should not be used whilst moving around the school site during the school day, whilst waiting for or during lessons and assemblies.
- 12.** The agreement about the storage and usage of mobile phones in school will be discussed at the admissions meeting, so that students understand school expectations.

Theft or damage

- 1.** Students who bring a mobile device to school should store it in the lockers provided for the day.
- 2.** Mobile devices that are found in the school and whose owner cannot be located should be handed to the front office.
- 3.** The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- 4.** The school accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.
- 5.** It is strongly advised that students use passwords/pin numbers/biometric signatures to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Mobile devices and/or passwords may not be shared.

Inappropriate conduct

- 1.** Under JCQ regulations, mobile devices are banned from all examinations. Students **MUST** leave phones in their lockers. Any student found in possession of a mobile device during an examination will have that paper disqualified. Such an incident may

result in all other exam papers being disqualified.

2. Any student who uses vulgar, derogatory, or obscene language while using a mobile device will face disciplinary action.
3. Students with mobile devices may not engage in personal attacks, harass another person, or post private information about another person using messages, taking/sending photos or objectionable images, and phone calls. Students using mobile devices to bully other students will face disciplinary action, regardless of whether the messages have been sent outside of school hours. (It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police).
4. Students must ensure that files stored on their devices do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence.

Sanctions

The following sanctions may be used in consultation and conjunction with the E-Safety and IT Policy. The Pastoral staff must be consulted when inappropriate conduct requires a mobile device to be confiscated.

1. Students who infringe the rules set out in this document will have their devices confiscated by staff and parents/carers will be informed as soon as reasonably possible.
2. The mobile device would be confiscated by the staff member and taken to the main office. The student will be able to collect the mobile device at the end of the school day and a record will be made of the incident.
3. Restorative work will take place with the young person to ensure they understand the mobile expectations and won't repeat such behaviours in the future.
4. Any further infringements of the mobile device code of conduct may result in a ban on bringing a mobile device to school.

Staff & Governors

The school recognises that staff and governors will bring their mobile devices to work

and that they will be used within the parameters of this policy.

Staff and governors must not be using mobile devices in any areas where students are present.

1. The use of mobile devices is restricted to break and lunchtimes.
2. Under no circumstances should mobile devices be used in a space where children are present eg classrooms, playgrounds etc.
3. Except in urgent situations, staff use of mobile devices is not permitted during teaching time, while on lunch / break duty or during meetings.
4. Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.

(see social media and photography code of conduct for more information)
5. Staff are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting.

Parent / Visitor / Contractor

1. Parents, visitors and contractors must not use their mobile phones in any area of school unless permission has been granted from the Assistant Head / Head of School. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others e.g. the staffroom or school office. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

Appendix 1:

Risk Assessment: Use of Mobile Phones	
Department:	
Planned activity:	
Risk:	
Precautions:	
Assessment undertaken by:	
Date:	

Please pass the risk assessment to the Designated Safeguarding Lead

Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Assistant Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	<input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Religion and belief <input checked="" type="checkbox"/> Sexual orientation <input checked="" type="checkbox"/> SEND
Summary of any issue/proposed changes	Minor language corrections or sentences added (highlighted in yellow)
Date	12 th September 2025
Date of next review	September 2028



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