



Urmston Grammar

Mobile Electronic Devices – Acceptable Use Policy

Last Reviewed: April 2024 **Review Date:** April 2027 (Or as required)

Urmston Grammar recognises the positive benefits of mobile technology, providing students with a safe means of communication in the event of an emergency. We also recognise that without strict criteria on their usage, and clear guidelines, misuse can have a detrimental impact on the learning process and the wider school community.

- Students must have mobile devices switched off during lessons, registration periods and assemblies.
- KS3 students are not allowed to use their mobile devices in school at any time, except with the express permission of their teacher(s).
- KS3 student's phones should not be visible at all during the school day. The school recommends that the phone is secured in the student's locker, however if it is kept on their person, students must acknowledge that if staff become aware of the phone (Beeping/vibrating/ringing/being taken out of a pocket) the assumption will be that it is in use.
- Mobile devices must not be visible during lessons, breaks and lunchtime except in the designated areas for KS4/KS5 students. These locations are communicated to students at the start of the year. If they are unsure, the impetus is on the student to clarify where use is accepted before using the phone.
- Mobile devices must not be used to take photos/videos of other students and/or staff without their express permission.
- Mobile devices may be used in lessons with the teacher's permission as a tool to aid learning.
- School will take action in line with the behaviour and bullying policies if mobile devices are used as a tool to bully, threaten and intimidate fellow students and/or staff through social network sites.
- Students are not allowed to charge mobile devices in school.

Designated areas

- Y10-11 students can use their mobile device to play games, read or listen (using earphones) to music in their form rooms. Students in Y7-9 are NOT allowed to use mobile devices in form rooms.
- Students (Y12-13) can use their mobile devices during the school day but may not use their mobile devices to make phone calls on the corridor.
- Students (Y12-13) can use their mobile devices to listen to music whilst they work in the LRC and Newton Hall, but the volume selected should not disturb other people.



- Students (Y7-11) may not use their mobile device in the canteen, queuing for the canteen, in the cloisters area, on the front field, on the Astroturf or in any social spaces.

If a student is observed using a mobile device during the school day, outside of the above guidelines, the mobile device (including the SIM card) will be confiscated and taken to the Finance Office

In the first instance, the phone will be collected by the student at the end of the day.

If a phone is confiscated for a second time, home contact will be made to seek parent/carer support in adhering to school expectations.

If a phone is confiscated for a third time, pastoral leaders will be informed. At this stage a range of options will be considered, including but not limited to:

- Confiscation of the phone through the school day for a set number of days
- After school detentions
- We will confiscate phones overnight (only with the knowledge and support of parents)

For students who are caught persistently disregarding the guidelines; we will adhere to the school's behaviour policy with respect to escalation of sanctions.

The school reserves the right to refuse to allow persistent offenders to bring a mobile device to school. Parents will be notified.

If parents need to make emergency contact with their child during the school day, this should be done via the school office on 0161 748 2875.

Contact through the school day between student and parent/carer in either direction should not be carried out via the student mobile.

If a pupil is unwell during the school day, they should go to the school office where support staff will contact parents if appropriate.