

AXE VALLEY ACADEMY

POLICY



Mobile Phone Policy

Updated: November 2017

Rationale

Mobile phones are an aspect of everyday life and our students should develop responsible habits in relation to their use. Learning is the priority here at the Academy and mobile phones must not distract from this purpose. This Policy should be read in conjunction with the Academy Safeguarding Policy which includes sections on Anti-bullying and E-Safety.

The Academy therefore accepts that students are permitted to bring mobiles to the Academy but that use is limited and restricted.

Aim: That students who bring a mobile phone to the Academy develop considerate and appropriate habits with regard to use of the phone.

Responsible Use

Students must use mobile phones responsibly at all times.

- Students must ensure that files stored on their phones do not contain violent, degrading or pornographic images. The transmission of some information is a criminal offence.
- Cyber-bullying is completely unacceptable. Incidents where this occurs will be dealt with robustly through the Academy's anti-bullying policy.
- Secretly recording other students or members of staff in Academy is completely unacceptable. Incidents where this occurs will be dealt with robustly through the Academy's behaviour policy.
- The Academy is a learning environment; our expectation is that students' phones must be switched off and kept in bags during and between lessons so that a positive learning atmosphere can be maintained.

Note: All points in the policy apply to phones, Ipods, MP3, MP4 players, cameras and any similar devices.

Rules

- Whilst permission is given for phones to be brought to the Academy, responsibility for the phone rests with the student and the Academy will take no financial responsibility for loss. The Academy bears no responsibility for confiscated items.
- Students must not use phones during or between lessons. This means that phones must not be used for example, for making calls, checking the time, texting or used as a calculator.
- Phones etc must not be visible during or between lessons, they must be switched off and stored in the student's bag.
- Head phones must not be worn during or between lessons
- Students must not use phones etc. to broadcast music.

- If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter. Permission may be granted to use the mobile phone, depending on the circumstances. In an emergency parents / carers should phone Reception and a message will be taken to the student. Parent / carers must not use mobile phones to communicate with their child during the school day.
- Mobile phones cannot under any circumstances be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations.
- Students need to acknowledge that it is a privilege to be permitted to bring mobile phones to the Academy and abuse of this policy may lead to a curtailment of this privilege.
- During PE lessons students are required to hand their phones to member of staff who will store them securely during lesson. Changing rooms are not locked during lessons and the Leisure Centre is a public facility where thieves do operate. The Academy accepts no responsibility or financial liability for phones or other electronic items stolen or damaged during PE lessons.
- Sixth formers are permitted to use their phones / MP3 players during the school day. Phone use is restricted to the Sixth Form Centre. MP3 players are permitted in lessons where the teacher allows this.

Breach of rules

- Students who break the rules above will have their phones confiscated by a member of staff.
- These will be taken to Lucy Ford (Head's PA) and they will be sealed in an envelope and safely stored. The confiscation will be recorded.
- The incident will be recorded against the student for 'rule infringement' and this will carry an automatic year leaders' detention.
- Students will be able to collect their phone at the end of the following day. If they require use of a phone to contact parents / carers use of the Academy phones will be made available.
- Where a phone has been used in suspected storage or transmission of unsuitable material or cyber bullying the phone will be returned to parents or may be passed to the police.
- Where students refuse to hand over a phone on request, Academy rules, as set out in Behaviour Policy, would apply and this would be considered as 'refusal to comply'.

Roles and Responsibilities

Year Leaders

- To remind students of the policy and arrangements regarding mobile phones.
- To identify and address misuses of mobile phones and to liaise with parents/carers.

- To bar a student from bringing a phone to the academy for an appropriate period of time when the policy has been repeatedly ignored.

Subject Team Leaders

- To ensure subject teachers are consistent in implementing the policy, that they confiscate phones when misused and that this is reported to the Year Leader.
- To support staff as required.

Tutors

- To remind students of the policy and arrangements regarding mobile phones.
- To challenge students who misuse their mobile phone.

All Staff

- To ensure the policy is applied consistently and to inform the relevant Year Leader of any concerns.

Governors

- To monitor the policy.

Parents/Carers

- To ensure that the student accepts responsibility for the correct use of the phone.

Students

- Only use a mobile phone in accordance with the policy and with consideration for others.
- Accept responsibility for looking after the phone and for ensuring it is switched off.