

AXE VALLEY ACADEMY

POLICY



Mobile Phone Policy

Updated: June 2018

Mobile Phone Policy

1. 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 online safety.

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

2. Responsible Use

Students must use mobile phones responsibly at all times.

- a) 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.
- b) Online bullying is completely unacceptable. Incidents where this occurs will be dealt with robustly through the Academy's anti-bullying policy.
- c) 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.
- d) 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, MP3 players, cameras and any similar devices.

3. Rules

- a) All mobile phones (including accessories e.g. headphones) will be switched off and placed into the students bags at the school gates. If they are removed from their bags, unless under the authority of a member of staff, at any time inside the gates they will be in breach of the rules.
- b) 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).
- c) Students must not use phones during or between lessons, unless a member of staff has authorised their use for academic purposes only. 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.
- d) 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.
- e) Mobile phones cannot under any circumstances be taken into examination rooms. Breaching this rule may lead to disqualification of that examination and potentially other examinations.

4. Breach of rules

- a) Students who break the rules above will have their phones confiscated by a member of staff.
- b) Confiscated mobile phones will be stored securely at reception.

- c) The incident will be recorded against the student for 'rule infringement' and this will carry an automatic year leader's detention.
- d) Students will be able to collect their phone at the end of the day from reception. If they require use of a phone to contact parents / carers use of the Academy phones will be made available.
- e) Where a phone has been used in suspected storage or transmission of unsuitable material or online bullying the phone will be returned to parents or may be passed to the police.
- f) 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'.
- g) Any internal exclusion or isolation will require the students to hand their phones to the supervising member of staff.
- h) Persistent offenders may be subject to further sanctions such as a temporary or permanent ban.