



Joseph Leckie Academy

Mobile Device Policy

Approved by JLA Trust Board: 05/2022

Last reviewed on: 01/2023

Next review due by: 01/2024

1. Introduction

1.1 Mobile devices are a part of modern society and the Academy accepts that many students will possess them. They are a useful tool, especially where the issue of safety during the journey to and from school is concerned and the Academy acknowledges that parents/carers and students would want them to be available to achieve this. However, teachers and students have a right to teach and learn in an environment which is free from interruption by mobile devices and other such electronic devices.

1.2 In this policy 'mobile device' refers to: mobile phones, smart phones, smart watches, tablets, earphones, headphones, mp3 players, mobile camera/video devices, as well as, any new and emerging forms of electronic communication device that enables communication, contact or any form of media to be shared via a digital or electronic platform.

1.3 Mobiles devices in any school present a number of challenges, including:

- The interruption of lessons/social times and disrupting the learning of others.
- Bullying or harassment of students/staff using mobile devices.
- Potential theft/loss of a mobile device.
- Requirements from examination boards regarding mobile devices in examination rooms.
- The ever-increasing sophistication of mobile device technology, which increases the possibilities of inappropriate use (especially video and photographic capabilities).
- The cost incurred if mobile devices are damaged, for parents/carers or students.
- The negative impact of social media and cyberbullying within and beyond the Academy.
- The negative impact on behaviour incidents, investigations and outcomes.
- Images being taken/shared of students/staff whilst at the academy

1.4 Whilst the Academy would prefer students not to have mobile devices in school and would rather they use the existing facilities within the Academy; we realise that this cannot cover the period when students are travelling to and from the Academy. It is against the above background that the following policy is to be adopted.

2. Mobile Device Policy

2.1 Parents/carers are discouraged from allowing their child to bring mobile devices to school.

2.2 If parents/carers choose to permit their child to bring a mobile device to school, the following rules apply:

- Students are **NOT** allowed to use mobile devices at any time on the Academy site*.
Mobile devices that have a calculator or camera facility may be used in class for a **SPECIFIC TASK following **EXPLICIT** instruction to do so from the class teacher.*
- Mobile devices brought onto the Academy site must be switched off, not on silent or vibrate, and **MUST BE** placed out of sight in a bag or inside a pocket.
- If a mobile device rings, beeps or is seen by a member of staff, or if inappropriate use is made of a device, it may be confiscated.
- Confiscated mobile devices may be returned to a student or parent/carer, depending on the incident and taking into account any prior incidents.
- The Academy accepts no responsibility for mobile devices and undertakes no responsibility to investigate misplacement, loss or theft.

2.3 Students should **NOT** use any mobile device to call or text their parents/carers at any time whilst on the Academy site. If a student needs to contact their parent/carer urgently, they should ask at the Academy Reception. Alternatively, they may raise the request with their Head of Year (HoY), to make contact on their behalf.

2.4 Parents/carers needing to contact their child (for urgent reasons alone) can do so either by calling the Academy Reception, or by sending a text message to their child which can be checked/received when they have left the Academy site. Students are not expected to take calls or acknowledge texts from parents/carers or other family members during academy hours.

3. Procedure for Members of Staff Who Confiscate Mobile Devices

3.1 Inform the student that they are in breach of the Mobile Device Policy and that as a result the mobile device will now be confiscated.

Discussions with students should be to the point, to request the mobile device is handed to the member of staff and that further sanctions may apply if they do not comply. Students are expected to hand over the device(s) as soon as requested.

3.2 The member of staff should inform the student's HoY as soon as possible (preferably in person, but also by phone, or by email of the situation) so that the HoY may inform parents/carers* of the breach of Academy policy and to advise that their child will need to attend a 60 minute detention.

Wherever possible, the detention will occur on the day the mobile device is confiscated. The student will also be informed that they are expected to attend detention. The student will have their mobile device returned to them at the end of the detention.

*If parents/carers cannot be contacted before the end of the Academy day, then the device should be handed back to student and the detention arranged for the next available day.

3.3 The member of staff confiscating the mobile device from the student should pass the mobile device to the student's HoY as soon as is practical. The mobile device must be handed to the HoY and not left on desks or in classrooms/offices.

The student's HoY should place the mobile device in an envelope, recording the student's full name, date of birth, year and tutor group on the outside and then seal the envelope. The HoY should then hand the mobile device to a member of the Leadership Team running after school detention.

If the HoY is not in receipt of the device by the end of the day, the mobile device should be delivered by the member of staff to the detention hall, in an envelope with full details (as above).

4. If a Student Refuses to Comply with Requests/Mobile Device Policy

4.1 If the student refuses to comply, is rude to the member of staff or if the student has had a mobile device confiscated on more than one occasion**, the sanction may be increased. This may include isolation, suspension and/or mobile device ban in addition to the detention. It may also be appropriate, in certain circumstances, for parents/carers to be asked to collect the device rather than returning the mobile device to the student. This should be discussed between HoY and leadership link for the particular year group.

****Where a student has had a mobile device removed on more than one occasion, it is at the discretion of the Academy whether the mobile device is returned directly to the student following their detention or whether the mobile device is to be handed into reception for parents/carers to collect.**

5. Procedure for if a Parent/Carer has Been Asked to Collect the Mobile Device

5.1 Procedure for Reception Staff for Receiving Mobile Devices

5.1.1 When a mobile device handed in to Academy Reception. Staff should ensure that the mobile device are in a sealed envelopes and the outside of the envelope is clearly marked with the student's full name, date of birth, year and tutor group.

5.1.2 Complete with Reception staff, the information sheet regarding the mobile device, this is to ensure that Reception staff have the correct information if parents/carers make contact.

5.1.3 Leave the mobile device with Reception staff, who will ensure the mobile device is securely stored until collection. Reception staff will call parents/carers to inform of the confiscation.

5.2. Procedure for Returning Mobile Devices to Parents/Carers

5.2.1 When a parent/carers arrives to claim their child's mobile device, ask them for their child's full name and date of birth.

5.2.2 Ask the parent/carers to show you their photo ID, this should be either a driving licence or a passport. Make a note of this on the information sheet.

5.2.3 Retrieve the envelope with the child's name and details.

5.2.4 Ask the parent/carers to sign and date the sheet to confirm that the mobile device has been returned.

5.2.5 Take the mobile device out of the envelope and hand to parent/carers.

5.3 Should a parent/carers not attend reception to collect the mobile device and the student is requesting its return, please request support from the student's HoY or a member of the Academy Leadership Team.