



Joseph Leckie Academy

Mobile Phone Policy (draft, awaiting approval)

This policy is reviewed annually

History of Document

Approved by Governors: [Date]
Review date for Document: [Date]

1. Introduction

1.1 Mobile phones 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 phones and other such devices.

1.2 Mobiles phones in schools present a number of challenges, including:

- Mobile phones interrupting lessons and disrupting the learning of others.
- Possible theft/loss of mobile phones or accessories (including earphones, headphones, etc...).
- Requirements from examination boards regarding mobile phones in examination rooms.
- The ever-increasing sophistication of mobile phone technology, which increases the possibilities of inappropriate use, particularly with regard to video and photographic capabilities.
- The need for students to be responsible with regard to the care of their possessions.
- The negative impact of social media and cyberbullying.
- The negative impact on behaviour incidents, investigations and outcomes.

1.3 Whilst the Academy would prefer students not to have mobile phones 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 Phone Policy

2.1 Parents/carers are discouraged from allowing their child to bring mobile phones or accessories (including earphones, headphones, etc...) to school.

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

- Students are **NOT** allowed to use mobile phones or accessories (including earphones, headphones, etc...) at any time on the Academy site*.
** Mobile phones 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 phones brought onto the Academy site must be switched off, not on silent or vibrate, and placed out of sight in a bag or inside a pocket.
- If a phone rings, beeps or is seen by a member of staff, or if inappropriate use is made of the phone, it may be confiscated.
- Confiscated mobile phones will only be returned to a parent/carer.
- The Academy accepts no responsibility for mobile phones and undertakes no responsibility to investigate misplacement, loss or theft.

2.3 Students should **NOT** use their mobile phone 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 the Academy Reception staff or their Head of Year to make contact on their behalf.

2.4 Parents/carers needing to contact their child can do so either by calling the Academy Reception with **URGENT** messages, or by sending a text message to their child which can be checked/received when they have left the Academy site.

3. Procedure for Members of Staff Who Confiscate Mobile Phones or Accessories (including earphones, headphones, etc...)

3.1 Inform the student that they have broken the Mobile Phone Policy and that as a result the mobile phone or accessories (including earphones, headphones, etc...) will be confiscated and will only be returned to a parent/carer at a mutually convenient time.

3.2 Take the mobile phone or accessories (including earphones, headphones, etc...) and place them in an envelope and put the student's full name, date of birth, year and tutor group on the outside and seal the envelope.

3.3 Hand the envelope to Reception who will place it in the safe and call home.

3.4 If the student refuses to comply the sanction will be upgraded and a phone ban will be implemented alongside a possible period in isolation or exclusion.

4. Procedure for Reception Staff for Receiving Mobile Phones or Accessories (including earphones, headphones, etc...)

4.1 When a mobile phone or accessories (including earphones, headphones, etc...) are handed in to Reception please ensure that the item(s) 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.

4.2 Complete the information sheet regarding the phone - this will be useful if parents/carers make contact.

4.3 Place the phone in the safe.

5. Procedure for Returning Mobile Phones or Accessories (including earphones, headphones, etc...) to Parents/Carers

5.1 When a parent/carer arrives to claim their child's mobile phone or accessories (including earphones, headphones, etc...) ask them for their child's full name and date of birth.

5.2 Ask them to show you their photo ID – this will be either a driving licence or a passport.

5.3 Make a note of this on the information sheet.

5.4 Retrieve the envelope with the child's name on it from the safe.

5.5 Ask the parent/carer to sign and date the sheet to confirm that the mobile phone or accessories (including earphones, headphones, etc...) have been returned.

5.6 Take the mobile phone or accessories (including earphones, headphones, etc...) out of the envelope and hand to parent/carer.