



Bexhill
Academy

MOBILE PHONE POLICY

Adopted: February 2023
Next Review: February 2024

MOBILE PHONE POLICY

For Bexhill Academy

This policy was adopted on 1 February 2023
This policy is due for review on 1 February 2024

Young people have increasingly been using technology and mobile phones for educational and social communication purposes. Whilst the academy recognizes mobile phones may be useful and convenient on some occasions, for example before or after school, they are not to be used at Bexhill Academy during the academy day. Misuse of mobile phones is a serious safeguarding risk and can cause severe disruption and distraction to learning. Therefore it is vital that everyone adheres to the safety requirements.

Headphones, Apple watches or air pods are also not allowed out within the school site.

Contact with parents/carers in the event of illness or other urgent matter will be managed through the academy Administration Office after a student has been referred to or attended the Medical Room for treatment or assistance.

Mobile phones must be locked away securely in a pouch and not accessible. Carrying a mobile phone during the school day is a privilege and not the right of a student. If a student wishes to bring a mobile phone to school, the following policy is in place:

STUDENT MOBILE PHONE POLICY & GUIDELINES

Mobile phones are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students **Arrive to School**, they will:

- 1) Turn their mobile phone off.
- 2) Open their Yondr Pouch by tapping against the Unlocking Base.
- 3) Place their mobile phone inside the Pouch and secure it in front of school staff.
- 4) Store it in their backpack for the day.

At the end of the day, students will open their Pouch, remove their phone, close their Pouch and put it in their backpack. Students cannot use a mobile phone in school after unlocking at the end of the day. Students must bring their Pouch to school with them each day.

*Students arriving late or leaving early will pouch/unpouch their phones at the School Gate.

SMART watches – are portable devices worn on a wrist which offers apps, inform the person of notification, answering and reading messages / emails, incoming calls and social media

management. Students should not misuse these devices which could cause distraction / disruption to both themselves and other students. They will be treated the same as mobile phones if misused.

Students choosing to bring a mobile phone / SMART devices onto the Bexhill Academy site are advised that the **Academy accepts no responsibility for any loss or damage to student device or data held.**

Students choosing to contravene the Bexhill Academy policy accept that the data held on their phones may be accessed by an Academy staff member if there is a safeguarding reason to do so.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Mobile phone During School

If a student damages their Pouch or is caught on their phone, the Year Group or OnCall Team will collect the mobile phone/Pouch and call home for a **Parent Pickup**. A sanction will be set in line with the academy Culture for Learning Policy and/or an invoice produced for a replacement pouch..

Examples of damage include:

- Ripped fabric
- Cut
- Torn
- Bent/cut pin
- Signs of force to black button on flap

If a student refuses to hand their phone to the staff member the student will be required to hand to a member of the Senior Team, and will receive an automatic after school detention. Refusal to hand to a member of the Senior Team will result in either internal or external exclusion. This exclusion will be in addition to the detention set.

Persistent failure to comply with academy policy will result in a student losing their privilege to carry a mobile phone during the school day.

Forgotten Pouch

If a student forgets their Pouch, **their mobile phone will be collected and the Admin or Year Team will call home to remind the Parent/Carer of the policy.** The phone will be returned to the student at dismissal.

If a student consistently forgets their Pouch, it is considered Lost.

Refer to the Lost Pouch policy above.

School Trips

- Phones must be kept switched off during school trips and excursions unless permission is given by the member of staff leading the visit.
- Phone must be placed in their pouch throughout the School trip, including the journey to and from the venue
- The trip leader may designate a period of 30 minutes to 1 hour during the day when phones can be accessed. Reasons for this may include:
 - ✓ Taking of photographs for educational purposes
 - ✓ Accessing academy emails
 - ✓ Contact with family during a residential visit
 - ✓ Informing parents/carers of a change to the trip schedule (ie late arrival home)

Failure to comply with this policy will result in the phone being confiscated for the duration of the trip.

Guidelines for student use of mobile phones, other electronic devices and web based communications

- Harassment or bullying of fellow students via SMS text, voice messages or using web based communications breaches the school's On Line Safety Policy and Acceptable ICT Use Policy. Such behavior will be dealt with in terms of the Culture for Learning Policy, whether it occurs at the academy, from private homes or outside school hours. Such harassment may be referred to the police for investigation.
- The use and securing of mobile phones and other electronic devices is the individual student's responsibility. It is not the responsibility of the school to ensure the security of mobile phones brought to school by students. Students bring these items at their own risk.
- The Examination Board bans the bringing of mobile phones into all certificated exams.
- Mobile phones must not be used to bypass academy procedures in relation to academy-parent/carer contact such as the official notification of student illness or early departure from school. The academy asks parents/carers who need to contact their daughter/son to confine their mobile calls to before or after school. Any parent/carer who needs emergency contact with their child can ring the academy that will pass on the message.
- In case of an emergency, permission to use an academy phone may be obtained from a member of the Senior Leadership Team or from the Reception Team.

Non-compliance with guidelines for student use

The Academy reserves the right to confiscate mobile phones it has reason to believe have been used in contravention of the Academy's Culture for Learning Policy.

Phones suspected as providing evidence connected to a criminal act will be handed to the investigating police officer.

The Academy reserves the right, at its own discretion, to return a confiscated mobile phone to a parent/carer and not the student.

Where this policy refers to mobile phones, this includes all mobile devices capable of connection to Wi-Fi and/or a mobile phone network (e.g. tablets). E-readers issued by the Academy are not included as part of this policy.