



**Bexhill**  
Academy



# Mobile Phone Policy 2024-2025

Adopted: February 2024  
Next Review: February 2025

# MOBILE PHONE POLICY

## For Bexhill Academy

This policy was adopted on 1 February 2024  
This policy is due for review on 1 February 2025  
Updated on July 1<sup>st</sup> 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.

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

There is new guidance around mobile phones in schools, directed by the Department for Education. The purpose of the guidance is to support schools in creating a mobile phone-free school environment.

<https://www.gov.uk/government/publications/mobile-phones-in-schools>

The DfE have directed school leaders to develop and implement a policy to prohibit the use of mobile phones and other similar devices which reflects their school's individual contexts and needs. This will depend on several factors including the size of the school, and the age and needs of all pupils. Examples of successful approaches include:

- No mobile phones on the school premises
- Mobile phones handed into staff on arrival at school
- Mobile phones kept in secure location, which the pupil does not access throughout the school day
- Mobile phones are never used, seen or heard whilst at school

Therefore, the academy have taken into consideration our local community, and understand that we have students travelling distances on public transport and on foot to the academy. Therefore we have agreed to implement the **'Never used, seen or heard' guidance from the DfE.**

## DAILY PROCESS

- 1) All mobile devices will be required to be switched off on entry to the academy
- 2) Placed at the bottom of students school bag or in their trousers / shorts / culottes / coat / blazer pockets before entering the building.
- 3) Mobile devices cannot be used, seen or heard until students leave the school reception green gate outside the main building.
- 4) Students who have been placed in our Internal Suspension room from the start of the day will be required to hand in their mobile devices at the 'CONNECT' reception area.

## SANCTIONS

Any student breaking the academy rules on 'Never used, seen or heard' will have the following sanctions;

- The mobile device will be confiscated until the end of the next day, or a parent/carer can collect the device before 5pm, on the same day from reception. (Parent /carers unable to collect the phone on a Friday will require the student to stay until 4.00pm in SLT detention)
- Students refusing to hand in their mobile device will receive an external ½ day suspension.
- If the academy is unable to contact parents / carers to inform them of the suspension, the student will be placed in our Internal Suspension room until 3.30pm.
- Any student with a prolonged refusal/multiple uses of a phone device in a day will receive at least a 1 day external suspension.

The academy will make reasonable adjustments and adaptations for any student with medical conditions requiring access / use of their mobile device, please contact the SEN department if you feel this applies to your child

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.

	Behaviour	Required Action	Consequence
C3	Mobile device used, seen or heard during the school day	Member of staff confiscates the mobile device and leaves the device at reception Student remains in the classroom. Staff records on EduLink, so that parents / carers are informed.	Phone is confiscated until the end of the next day, or a parent/carer can collect it before 5pm on the same day. (Parent /carers unable to collect the phone on a Friday will require the student to stay until 4.00pm in SLT detention.
C3	Student refuses to hand in their mobile device	Call Out /SLT requested by the member of staff Student given another opportunity to hand in the mobile phone to Call Out / SLT. Staff member requesting Call Out /SLT to record on EduLink	Phone is confiscated until the end of the next day, or a parent/carer can collect it before 5pm on the same day.
C4	Student refuses to hand in their mobile device to Call Out / SLT	Call Out / SLT to remove the student from the class. Inform year team to contact home & complete suspension paper work Staff member requesting Call Out /SLT to record on EduLink	At least 1/2 day external suspension.
C4	Unable to contact parents / carers	Call Out / SLT to remove the student from the class. Staff member requesting Call Out /SLT to record on EduLink	The student will be placed in the IS room until 3.30
C5	Prolonged refusal/multiple uses of a phone device	Call Out / SLT / Year team to continue to contact home for support Or place the student in the IS room until 3.30	At least 1 day external suspension
	Mobile device used, seen or heard after the school day	Member of staff confiscates the mobile device and leaves the device at reception Staff records on EduLink, so that parents / carers are informed.	Phone is confiscated until the end of the next day, or a parent/carer can collect it before 5pm on the same day.

## EDULINK & STAFF MOBILE PHONES

The academy will be introducing EduLink an integrated school information platform which draws together a range of existing schools systems with an engaging user interface, allowing teachers, parents and students to communicate and access information in one place. Therefore, staff can use their mobile phones to record positive and negative behaviours whilst accessing any essential information required to ensure the smooth running of the academy and supporting teaching and learning.

## 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 at the bottom of students school bag or in their trousers / shorts / culottes / coat / blazer pockets 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 photographs
  - ✓ 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.