



**Bexhill**  
Academy

# MOBILE PHONE POLICY

Policy adopted: 1 April 2018

Next Review: 1 April 2019

# Bexhill Academy

This policy was adopted on 1<sup>st</sup> April 2018

This policy is due for review on 1<sup>st</sup> April 2019

While 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 (7.00am – 2.50pm).

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 mobile phones must:

- Be placed in bags and out of sight before entering the academy entrance and **turned off**.
- Be kept in bags and out of sight throughout the Academy day. Mobile phones may not be used anywhere on the Academy site (i.e. not used inside or outside Academy buildings).
- Remain switched off and out of sight if the student is attending revision sessions or school clubs after academy hours.
- Remain switched off and out of sight in all classrooms at all times. **At the end of the Academy day students must have exited their class prior to accessing a mobile phone.**
- Kept switched off during school trips and excursions unless permission is given by the member of staff leading the visit.

Students choosing to bring a mobile phone onto the Bexhill Academy site are advised that the Academy accepts no responsibility for any loss or damage to student mobile phones 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.

## 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 behaviour will be dealt with in terms of the Engagement 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

If a student mobile phone **rings** during the academy day or if a student is seen to be using their phone or to have removed it from their bag during the academy day:

- Students will be asked to turn their phone off immediately and will have their phone confiscated and taken to the front reception desk. It will be available for collection there at the end of the academy day.
- Staff will issue behavior points according to academy policy

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.

The Academy reserves the right to confiscate mobile phones it has reason to believe have been used in contravention of the Academy Acceptable Use 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.