



Policies and Procedures

Mobile Phone Policy

Mobile Phone Policy

Mobile telephones are allowed in the Academy but must be kept out of sight and switched off during the school day. If mobile phones are seen or heard during the school day they will be confiscated. All parents/carers and students are asked to sign and return the Academy's mobile phone protocol which gives very specific guidelines on their use. The Academy does not accept any liability for the loss of or damage to mobile phones.

Students who wish to make use of a mobile phone on the way to and from the Academy must abide by the following rules:

- Mobile phones must not be seen at any time during the school day and must remain switched off whilst on the Academy premises. If students need to contact parents for any reason during the school day, then they must ask for permission to make a landline call from the Pastoral or General Office.
- If a phone is seen or heard during the school day it will be confiscated and returned at the end of the school day. A record of the confiscation will be kept in the General Office and parents/carers informed by letter.
- If a phone is confiscated for a second time the phone will not be returned to the student at the end of the day. It will instead be locked away and parents/carers informed by letter that they will need to collect it in person from the General Office at a time to be arranged with the administrative staff.
- If a phone is confiscated again, then the student will be banned from bringing a phone into school for a period to be determined by the Principal.
- Phones may not be used in lessons as calculators.
- Phones are not allowed in examination rooms.
- Phones may not be used for music playing or as cameras.
- Other functions on phones, such as internet access, may not be used.
- Students placed in the isolation room will be asked to hand over their mobile phone for safekeeping. This will not count as a confiscation on their record and the phone will be returned to them at the end of the day. Refusal to hand over the phone to a member of staff will be treated as defiance, according to the deterrent guidelines/incident scale.
- Students found to be abusing the use of a phone (e.g. threatening calls /messages/cyber bullying) will be banned from bringing a phone into the Academy as well as facing the appropriate sanction according to the Academy's discipline policy.
- The Principal's decision on all matters of mobile phone protocol is final.