



MOBILE DEVICES POLICY

September 2017

Introduction:

This policy sets out the Academy's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by students while they are attending Alleyne's Academy.

The purpose of this policy is to prevent unacceptable use of mobile phones, head phones, smart phones, MP3 players and iPads, etc. by students, and thereby to protect the Academy's staff and students. For the purpose of this policy, the above items will be classed as mobile devices.

This policy will be applied if mobile devices are seen at any time on school site during the school day in lesson, break time, lunch time or on corridors or classrooms between lessons.

The Policy:

1. The Academy strongly advises that mobile devices should not be brought into the Academy at all.
2. Students have no legitimate need to use a mobile device at all during the Academy day.
3. The Academy accepts that there may be particular circumstances in which a parent wishes their child to have a mobile device for their journey to and from the Academy.
4. Where a mobile device is brought into the Academy, it is entirely at the students' and parents' own risk. The Academy accepts no responsibility for the loss, theft or damage of any mobile device brought into the Academy.
5. Mobile devices which are brought into the Academy must be turned off and stored out of sight when the student arrives at the Academy gate. They must remain turned off throughout the entire day. Mobile devices cannot be used during break, lunch time or on lesson change-over in the corridors or on any part of the school site.
6. If a mobile device is seen by a member of staff, that member of staff will be required to confiscate the item(s) immediately. The member of staff will take it to the SLT office for safe storage and will inform the student that they will do so. The device(s) will be locked away and labelled with the student's name.
7. When a mobile device is confiscated, the incident will be recorded on SIMS and contact made with home by text or phone. The mobile device can be collected on this occasion at the end of the school day by the student (3:20pm).
8. If a student refuses to hand over their mobile device it will be treated as a disciplinary issue. The student will be interviewed by a member of SLT as soon as possible, the phone confiscated, contact made home and a parent or carer will be required to pick it up between 3.30pm-4.00pm. If the student refuses to hand in the mobile device to a member of SLT then the student will be given a lunchtime detention for the duration of 35 minutes and will be in the academic removal room for 5 periods.

9. Students who have their mobile device removed from them on more than one occasion during the same half-term will have their equipment confiscated. Contact will be made with the parent/carer by text or phone and arrangements made for them to collect the item(s) in person between 3.30pm-4.00pm Mon-Fri.
10. Parents should be aware that if, in the event of an emergency, they need to contact their child during school hours, they should contact the school receptionist who can then make the necessary arrangements for the parent and child.
11. In the event of a school trip or extra-curricular based activity, the staff member(s) responsible for students will instruct them on the appropriate usage of their device.
12. Any student found to have been filming another person (and/or uploading images or video onto the Internet) will have their mobile device confiscated. It will be treated as a disciplinary matter and their parents will be informed.
13. In accordance with the Academy's *E -Safety and ICT Policy*, the Academy reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.
14. As young adults, Sixth Form students are permitted to use mobile phones within the study areas, the common room and classrooms (under the instruction of the teacher for educational purposes). Under no circumstances should calls be made or received during lessons.