



Regulations regarding the use of mobile phones:

1. Phones must be **switched off during tutor periods, lessons** and in between lesson 1 & 2 and Lessons 3 & 4 and placed in their bag or blazer.
2. Mobile phones are **not allowed to be used in the classroom unless at the direct request of a member of staff.** (*Staff will never give permission for students to listen to their own music in class even through headphones*). If mobile devices are required as a teaching/learning tool then the teacher will pre-book and use the school's resources or give permission for mobile phones to be used (this permission will only be for that actual period of time specified by the member of staff and cannot be used as permission for other times).
3. Students must **never** take photos or video in or out of the classroom on a personal phone except if given express permission by a member of staff to do so as part of a lesson (*it can be a criminal offence and will be dealt with severely*).
4. Students should **never** upload photos or video of any member of the Academy on to any external network except with the express permission from a member of staff who has undertaken all the necessary checks related to child protection.
5. Students **must not** use their phones whilst walking along the corridors at any time of the day. This includes the wearing or use of headphones or wireless speakers.
6. Students **cannot** play music through speakers, leave their headphones hanging out from their shirt, or use the phone as a means of ignoring staff.
7. When talking to a member of staff anywhere the student must put the phone away if requested.
8. Students **cannot** use a mobile phone in an exam – even as a calculator (as per exam board regulations). Mobile phones must be switched off and placed in the student's bag for the examination period.
9. Students **can** only use their mobile phones before 8.30am and during break and lunchtimes. They can access the internet, listen to music through headphones and play games but at the end of these breaks they must ensure that their phones are switched off and placed in their bag or blazer.

Students failing to follow the regulations related to the use of mobile phones

1. If at any point a student decides not adhere to these requirements related to the use of their mobile phone or refuses to follow the above regulations, a member of staff can confiscate the phone.
2. This will be done by a single verbal request and a student cannot under any circumstances refuse to hand their mobile phone to the member of staff. The phone will be placed in a clear plastic bag along with the details of the student. The student will be given an identification number which they will need to collect their phone at the end of the confiscation period from the Academy Office.
3. A confiscated mobile phone will be placed in the Academy Office to be picked up at the end of the day. For any serious breach of these requirements the student's phone will need to be collected by a parent/carer.
4. The confiscation will be recorded for monitoring purposes
5. If a student has their mobile phone confiscated for a second time the student's phone will need to be collected by a parent/carer.
6. Any further breach of these requirements will see the student banned from using/bringing their mobile phone into the Academy at any time.

Where the phone has been used for an unacceptable purpose

1. The Principal or a designated staff member will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these regulations unless these are being preserved as evidence.
2. If required, evidence of the offence will be preserved by secure storage and/or by taking photographs of the screen.
3. The Academy will consider whether an incident should be reported to the school safeguarding officer and the police.
4. Students who are subject to a mobile phone ban can bring their phone in the morning but must hand it in to the Academy Office by 8.30am and can then collect it at 2.55pm.

Point 4 ensures that students can still have their mobile phone in relation to safety and security on their way to and home from the Academy.

Any student who brings a mobile phone into school does so **at their own risk** and the **Academy will not be held responsible for any loss or damage**. It is important that all phones are **password protected** and **insured**.