



# **Policy for Mobile Devices**

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## Mobile Devices Policy

### Introduction

The widespread ownership of mobile devices among young people requires that there are clear guidelines around their presence and use in the Academy. This policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety) can continue to be enjoyed by our students.

For the purposes of this policy, a mobile device is any kind of electronic device with the ability to communicate. It includes mobile phones, smartphones, tablets, and iPods or similar with Wi-Fi or mobile signal capability.

Churchill Academy & Sixth Form is a signatory to the Parents and Teachers for Excellence 'Phone-Free School' status, which is achieved by signing up to two principles:

1. For Year 11 students or below, ensure that mobile phones are not used, seen, or heard at any point anywhere on the school site, and
2. Breaches of this rule, without expressed permission in exceptional circumstances, are sanctioned in line with the school's usual disciplinary procedures.

The Phone-Free School logo is displayed on the Academy's Code of Conduct.



### Aims

- Churchill Academy and Sixth Form has established the following Mobile Devices Policy to provide staff, students, and families' guidelines and instructions for the use of mobile phones during school hours.
- The Mobile Devices Policy also applies to students during school enrichment and extra-curricular activities.
- Churchill Academy & Sixth Form accepts that families may give their children mobile devices to protect them with personal security and safety. It is acknowledged that providing a child with a mobile device gives parents reassurance that they can contact their child if they need to speak to them urgently before or after school.
- It is the responsibility of students who bring mobile phones to school to abide by the expectations outlined in this document.
- The decision to provide a mobile device to their children should be made by families or those with parental responsibility. Families should be aware if their child takes a mobile device to school.
- Permission to have a mobile device at school while under the school's



supervision is contingent on students adhering to the guidelines and instructions in this policy. Failure to adhere to the guidelines of this policy may result in the Academy revoking permission.

- Families or the Academy may revoke permission at any time.

### **Main School Students (Year 7-11)**

- The rule around the Academy is: **“my mobile phone will not be seen or heard in the Academy at any time.”** Mobile devices should be switched off and kept out of sight in students’ bags or lockers throughout the school day. No mobile device should be brought out and used during the school day or on school premises.
- Students’ mobile devices should not be used to make calls, send SMS messages, surf the internet, take photos, video or use any other application during school hours, on the school site, and during other educational activities.
- If families need to contact their children during the school day, they should do so through the **School Reception**. Families should not call, text or email their child directly on their mobiles during the school day.
- If students need to contact their families during the school day, they should do so through the **School Reception**. Students should not call, text or email their families directly on their mobiles during the school day. If families receive such contact, we expect families to advise students to report to school reception.
- In the event of an emergency, a member of staff may grant exceptional permission for a student to use their mobile device.

### **Sixth Form Students (Years 12 and 13)**

- Sixth Form students are permitted to bring and use mobile devices during the Academy day.
- Mobile devices may be used by Sixth Formers within lessons where there is a benefit to learning, but should never cause a distraction or detract from learning.
- Sixth Formers are expected to use their mobile devices responsibly. Mobile devices should not cause harm, distress or discomfort to others and therefore Sixth Formers should refrain from using their mobile devices when in the presence of main school students.

### **All students (Years 7-13)**

#### **Safety and Security**

- **Students should protect their phone numbers and social media accounts by only giving details to friends and keeping a note of who has them.** This can help protect the student’s number from falling into the wrong hands and guard against the receipt of unwanted, insulting, threatening or unpleasant voice, text and picture messages, including from social media sites.
- Using mobile devices to bully and threaten other students is unacceptable and will not be tolerated. Almost all calls, text messages, emails and social media messages can be traced. In some cases, misuse can constitute criminal



behaviour (see below).

- It is unacceptable to use a mobile device to photograph or film any student without their consent.
- Mobile devices are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to students, staff or visitors to the school.
- Students should mark any mobile device brought to the Academy clearly with their names.
- The Academy accepts no responsibility for replacing lost, stolen or damaged mobile devices, including those lost, stolen or damaged while travelling to and from school.
- It is strongly advised that students use passwords, pin codes or biometric ID system to ensure that mobile devices cannot be used by others (e.g. by other students, or if stolen). Students must keep passwords and pin codes confidential.
- Any student caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Headteacher. In public examinations such behaviour must be reported to the examination board and will usually result in disqualification from the examination.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile device will face disciplinary action according to the Academy Behaviour Policy.
- Students with mobile devices will not engage in personal attacks, harass another person, or post private information about another person by using social network apps or sites; sending SMS messages; taking / sending photos or objectionable images; making phone calls. Students using mobile devices to bully other students will face disciplinary action as sanctioned by the Headteacher in line with the Academy's policy on Bullying and the Behaviour Policy.
- **It is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Headteacher is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Police.** In such cases, families would be notified immediately by the Academy.

### Residential Trips

- On a Residential Trip the Academy will allow the students to take mobile device with them during their stay. The usual Academy rules apply to the usage.
- Students must not use their phone to harass, film or intimidate other students whilst on the trip – the normal rules apply regarding confiscation of the phone and parents / carers will be informed. The exception here is that on a Residential the leader will have the final decision as to when the phone will be returned to the student – this might be at the end of the trip.

### Monitoring and consequences

- **Students who infringe any of the rules set out in this document will have their mobile phone confiscated by a member of staff.**
- On the **first infringement** of this policy, the mobile phone would be confiscated by the member of staff, placed in an envelope with the student's name and tutor group and taken to a secure place (locked



drawer) within the Admin Office. The student will be able to collect the mobile phone at the end of the school day. A C1 will be recorded by the member of staff.

- On the **second infringement**, the mobile phone would be confiscated, placed in an envelope with the student's name and tutor group and taken to a secure place (locked drawer). Families will be notified and the student will not be permitted to collect the phone without a family member with parental responsibility present. The family member will be able to collect the phone from the school reception after the end of the school day or at their earliest convenience. A C1 will be recorded by the member of staff. Tutor to increase to a C2
- If there is a **third infringement** the school will withdraw the agreement to allow the student to bring a mobile device to school. Tutor to issue a C2 with escalation. The incident will be recorded as a C3 by Head of House, reported to the Academy Trust Board and an after-school detention will be given.
- Students must surrender and unlock their mobile devices for inspection if requested by a member of staff if there is suspicion that the device has been used in breach of this policy.
- In the event of a mobile phone being used to film an event or another student, the phone will be confiscated and the student will be sanctioned according to the Behaviour Policy. The student will then be asked daily, to hand their phone into the Student Reception and collect it at the end of the school day. If they do not do this a further sanction of a C3 will be applied. If continual refusal or further breach of rules the student will be banned from having a phone in school.

### Members of staff

- Members of staff are permitted to bring their own mobile devices to work and to use them during the school day. However, it is advised that this be done in the confines of an office environment.
- Members of staff should **not** use their personal mobile devices during lessons, whilst on duty, or whilst otherwise engaged in the supervision of students, except in exceptional circumstances.
- Members of staff should not use personal mobile devices to photograph, film, or record Academy students (as laid out in the E-safety Policy).
- The Academy may issue or approve mobile devices to staff for use within lessons and on Academy activities. These devices may be used to improve teaching and learning or to photograph, film or record students for the purposes of teaching and learning, to celebrate achievement, or to record events. Academy issued devices remain the property of the Academy; Academy issued or approved devices must be surrendered for inspection on request (as laid out in our E-safety policy).

### Visitors

- Visitors to the Academy should follow the same code as students: mobile devices must not be seen or heard in the Academy at any time.
- Visitors who need to use mobile devices for the purposes of their visit (e.g. contractors) should do so either under supervision by Academy staff, or away from students (e.g. in a site compound, or off-site).