



The Boston Witham Academies Federation

Haven High Academy

Mobile Phone Policy

This policy applies to mobile phones and any other electrical device brought into school.

1. Purpose

The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones and any electrical devices are used responsibly at school. This Mobile Phone Policy is designed to ensure that potential issues involving mobile phones and any electrical device can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students. This Mobile Phone Policy also applies to students on school buses, during school excursions, residential activities and extra-curricular activities.

2. Rationale

Personal Safety and Security

Haven High Academy accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about students travelling alone on public transport or commuting long distances to school. It is acknowledged that providing students with mobile phones gives parents reassurance that they can contact their children if they need to speak to them urgently.

3. Rules for the Acceptable Use of a mobile phone in school by pupils

Students are allowed to bring mobile phones into school. If they choose to do so it is on the understanding that they agree with the following limitations on its use, namely:

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document. Parents should be aware if their child takes a mobile to school.

Mobile phones belonging to students, should be switched off and kept out of sight during the school day (including Break 1 and Break 2). It is not acceptable for phones merely to be put on silent or pager mode.

Parents are reminded that in cases of emergency, the School Office/Reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the students number from falling into the wrong hands and guard against insulting, threatening or unpleasant voice, text and picture messages.

4. The Academy will consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy resulting in sanctions being taken.

Mobile phones belonging to students, should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies. Students should only use their mobile phones before or after school and not on Academy premises.

It is forbidden for students to use their mobile phones to take videos and pictures of acts to denigrate and humiliate any member of the Academy Community, and/or to send the pictures to other students or upload it to a website for public viewing. This includes using mobile phones to photograph or film any member of the Academy Community without his/her consent.

Using mobile phones to bully and threaten other members of the Academy Community is unacceptable and will not be tolerated. It can be a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced. Students using mobile phones to bully any member of the Academy Community will face sanctions and it may be appropriate for the Academy to consider involving the police. Mobile phones are not to be used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the Academy. Students must not use photo or video capability on mobile phones which could bring the Academy's name into disrepute. Using a mobile phone or electronic device outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time

Refusing to switch a phone off or to hand over the phone at the request of a member of staff will result in sanctions.

Mobile phones must not be taken into any exam situation. Any student found to be in possession of a mobile phone during an exam could be prevented from completing that and other public exams as a result.

5. Sanctions

Students who infringe the rules set out in this policy will face having their phones confiscated. The mobile phone or any other electrical device will be taken to the office and placed in a secure place. Students and their parents should be very clear that the school is within its rights to confiscate the phone where the guidelines have been breached.

- | | | |
|----------------|---|---|
| First Offence | - | phone will be confiscated and returned to student at 3.50 p.m. Recorded on the Academy's MIS, Progresso |
| Second Offence | - | phone will be confiscated and returned to parent. Recorded on Progresso |
| Third Offence | - | phone will be confiscated for one whole school week and then returned to parent. Recorded on Progresso |
| Fourth Offence | - | phone will be confiscated for two whole weeks and then returned to parent. Recorded on Progresso. Following the two week period, the phone will be required to be handed in to the office every morning, collected and signed for at the end of the day. Should the student not comply with handing the phone in, then the student will be required to attend a 4.30 p.m. correction. |

Any further incidents, sanctions will be at the discretion of the Headteacher.

6. Procedures for confiscation

The member of staff who confiscates the phone should place the phone in an envelope with name and year group and hand in to the front office for safe keeping as soon as possible. They should then record the confiscation on Progresso. The office will keep a log of all confiscated phones/electronic devices.

On the second offence, the head of year will inform home that only a parent/carer should collect the phone/electronic device from school at the end of that day at the earliest. The parent will be asked to sign for the phone/electronic device acknowledging receipt. A copy of the receipt will be given to the parent.

On the third offence, the head of year will inform home that only a parent/carer should collect the phone/electronic device from school and advise what date to collect. The parent will be asked to sign for the phone/electronic device acknowledging receipt. A copy of the receipt will be given to the parent.

School Office/Reception will keep a log of phones/electronic devices confiscated by staff and also of subsequent collection by parents/carers.

7. Theft or Damage

Students should mark their mobile phones clearly with their names using an indelible ink.

To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not “advertise” that they have them.

Mobile phones that are found in the school and whose owner cannot be located should be handed in to the Office.

The Academy accepts no responsibility for replacing lost, stolen or damaged mobile phones.

The security of mobile phones will remain the pupil’s responsibility in all lessons.

The Academy accepts no responsibility for students who lose or have their mobile phones stolen or damaged travelling to and from the Academy, during school trips, on residential activities and in extra-curricular time.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their passwords/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Reviewed January 2019