



# KING JAMES I ACADEMY

## Mobile Phone Policy for Staff & Students

Date adopted by Governors: September 2015

Date of Next Review: September 2018

## **Mobile Phone Policy**

### **1. Introduction**

- 1.1 This policy provides guidance on the appropriate use of personal mobile phones by members of staff and students. This Mobile Phone Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed.

### **2. Staff Policy**

- Teaching staff should only use their mobile phones outside of teaching time, discreetly and appropriately e.g. not in the presence of students.
- Non-teaching staff should only use their mobile phones during break time and lunchtime, discreetly and appropriately e.g. not in the presence of students.
- Mobile phones should be switched off and left in a safe place during lesson times.
- Staff should never contact students or parents from their personal mobile phone, or give their mobile phone number to students or parents. If a member of staff needs to make telephone contact with a student, a school telephone should be used.
- Staff should never send to, or accept from, colleagues or students, texts or images that could be viewed as inappropriate.
- With regard to camera mobile phones, a member of staff should never use their phone to photograph a student(s), or allow themselves to be photographed by a student(s).

This guidance should be seen as a safeguard for members of staff and the Academy. Staff should understand that failure to comply with the policy is likely to result in the enforcement of disciplinary procedures.

### **3. Student Policy**

- 3.1 Students will be permitted to bring a mobile phone to the Academy, where parents are in agreement, and where possession of a mobile phone would be of significant and demonstrable benefit to the student.
- 3.2 The students' mobile phone should be switched off at 8.35am and kept at the bottom of the students' bag until the end of the school day when they can turn the mobile phone back on. If a student needs to make or receive an emergency call, then this should be done through the Main Reception. Parents/Carers who need to contact their child in the case of an emergency can do so by phoning the Main Reception on (01388) 603388 between the hours of 7.30am and 4.30pm.
- 3.3 If the student does not comply with these rules then the first time the mobile phone will be confiscated until the end of the day, if it happens again then the mobile telephone will be confiscated and parent's will need to collect it.

- 3.4 Mobile phones, where brought into the Academy, will be the sole responsibility of the student concerned and the Academy will accept no responsibility for any subsequent damage or loss. Phones must be switched off and kept in a safe place at all times and will only be allowed to be used with the permission of a member of staff.
- 3.5 Permissible reasons include contacting parents/carers to inform them of a change of times for an Academy event, or to make arrangements for collection after the school day, or after an out of hour's activity.
- 3.6 Any mobile phone which is used without the permission of a member of staff will be confiscated and kept in a safe place by the Academy until appropriate arrangements can be made for the collection of the phone. Under no circumstances should a mobile phone be used to record still or video images, or to record audio whilst on the Academy premises. Any infringement of this rule will be deemed to be a significant breach of the Academy's Behaviour Policy and will be dealt with as such.
- 3.7 Students must also note that under no circumstances should a mobile phone be taken into an examination room, as this will result in a report being submitted to the relevant Awarding Body and that student's marks being cancelled.