



Mobile phone policy

Rationale

Mobile phones are part of today's modern society and the majority of students own a mobile phone. We understand that for safety reasons students will carry a mobile phone in order to contact parents/carers after school/before school. As a school we strongly encourage our students to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile phones. At times mobile phones can lead to problems and social media has been noted for its impact on mental health. As a result, the use of mobile phones during school hours is completely forbidden and students found using their mobile phone during school hours will be dealt with in accordance with this policy.

Expectations and Procedure

1. All phones are to be switched off and in bags as soon as a student enters site. **Phones must not be seen or heard (including headphones)**
2. Students are allowed to use their phone to contact home relating to transport issues when attending after school activities.
3. Any student seen using their mobile phone during school hours will have their phone confiscated.
4. When a phone is confiscated parents need to be aware that there may be a time delay before the phone is able to be collected.
5. The pupil will be informed that the phone can be collected at the end of the school day from the 'phone jail' in Reception. (*)
6. If a second breach occurs during the same term the phone will be locked in the 'phone jail' and collected by parents outside of school teaching hours.
7. The confiscation will be recorded in the school behaviour log for monitoring purposes.
8. The school will ensure that confiscated equipment is stored in such a way that it is returned to the correct person.
9. When issues with mobile phones occur that involve serious misuse of the phone, transmitting images, cyber bullying etc.; parents will be brought into school and the Malicious Communications Act will be discussed. This states that parents are responsible for the phone and any issues resulting from the phone when it is used by a 'minor'.



Additional information

A refusal to hand over a mobile phone to a member of staff is a serious breach of school discipline and is likely to result in a Pod/Fixed Term Exclusion sanction.

Pupils and their parents should be very clear that the school is within its rights to confiscate the phone where the guidelines have been breached.

Pupils should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected.

In the case of an emergency, parents should contact the school via telephone or email and not contact pupils directly. Support staff are available in the engagement hub if a student wishes to contact home during the school day.

The same policy applies when pupils are on trips, visits and fixtures during the school day and at the discretion of the teacher for evening events.

When appropriate a member of staff may use mobile phones for a limited time during a lesson with a focus on learning and educational purposes.

* Please note KCA reception closes at 4pm Monday - Thursday, 3.30pm on Friday