



KING JAMES I ACADEMY

Mobile Phone Policy for Staff & Students

Date adopted by Governors: April 2021

Date of Next Review: April 2022

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 unless in an emergency.
- Mobile phones should be switched off or to silent 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 parents or students, a school phone 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).
- Staff are permitted to use their mobile phone for academy purposes, when appropriate. For example, when communication is needed on school trips and visits or to fulfil 'On-Call' responsibilities, or when direct contact with others is restricted. When a personal mobile phone is used for such purposes, this should be agreed with the office so that a clear method of communication is established.

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. An example of this would be so that parents can contact pupils on their way to and from school.
- 3.2 The students' mobile phone should be switched off upon arrival at the academy and kept at the bottom of the students' bag or in another safe place until the end of the school day when they can turn the mobile phone back on once they leave school. 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 and returned at the end of that school day. On the second occasion of a pupil having their mobile phone confiscated for improper use during the school day, the mobile phone will be confiscated and returned at the end of the following school day (24 hours later), unless parents collect the phone. Any further instance will be deemed to be a significant breach of the Behaviour Policy and will be dealt with as such. This will usually result in the mobile phone being confiscated, with parents then required to collect the mobile phone from the academy reception. A permanent banning letter will then be issued to parents, which will prohibit the student from bringing their mobile phone on to the academy site until an agreed date, determined by the academy. Any breach of this will result in parents being asked to attend a meeting in school.
- 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 under exceptional circumstances with the permission and under the supervision of a member of staff. Confiscated mobile phones will always be stored securely in the main office.
- 3.5 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.
- 3.6 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 in line with national examination regulations.

Mrs E M Varley
Chair of Governors