



BRANSTON COMMUNITY ACADEMY

MOBILE PHONE AND MOBILE DEVICE POLICY

Introduction:

This policy sets out the Academy's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by students while they are at the Academy.

The purpose of this policy is to prevent unacceptable use of mobile computing devices such as mobile phones, camera-phones, smartphone, smart watches, tablet computers and mp3 players by students, and thereby to protect the Academy's staff and students from undesirable materials, filming, intimidation or harassment.

Note: For the purposes of this policy, all references to 'mobile devices' should be taken to include mobile phones, smart watches and mp3 players, even those which do not incorporate communications technology.

This policy will operate in conjunction with other policies including the *Safeguarding/E-safety Policies* and *Network Acceptable Usage Policy (AUP)*.

It is recognised that these documents must be reviewed and revised regularly in response to developments in technology.

The Policy:

1. The Academy recognises that mobile devices are multi-functional digital devices with the capacity to enhance social interactions and occasionally as part of teaching and learning.
2. The Academy also recognises that mobile devices have a similarly powerful capacity to be used negatively (off task use in lessons, unpleasant/unnecessary interactions with other members of the community). As a consequence, use of a mobile device must always be legitimate and constructive (see points 4-14 below).
3. Where a mobile device is brought into the Academy, it is entirely at the student's and parents' own risk. The Academy accepts no responsibility for the loss, theft or damage of any mobile device brought into Academy.
4. Mobile devices which are brought into the Academy must be placed on silent (not vibrate) and stored out of sight during lessons, unless a class teacher has allowed their use for curriculum related work. They must remain silent and out of sight until the student has left the timetabled lesson.
5. If any mobile device is seen in use in a lesson by a member of staff, without their specific agreed permission to be used, that member of staff will be required to confiscate it. The member of staff will take it to the General Office for safe storage, clearly communicating the name of the pupil it belongs to.
6. When a mobile device is confiscated, the matter will be reported to a Head of Department so that the consequence given by staff is fair and consistent.
7. On the first occasion on which a student's mobile device is confiscated, they will be able to collect

it from the General Office at the end of the day. On the second or subsequent occasion on which their mobile device is confiscated, their parent/carer will be contacted and asked to collect the device in person.

8. Any student who refuses to hand over a mobile device when requested to do so will be removed from their lesson by a member of the Senior Leadership Team and the refusal will be treated as a disciplinary matter.
9. It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.
10. Any student caught filming another person (and/or uploading images or video onto the Internet) will have their mobile device confiscated. It will be treated as a disciplinary matter and their parents will normally be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed and the Governing Body may be notified.
11. In accordance with the Academy's *Network Acceptable Usage Policy* and *Safeguarding/E-Safety Policy*, the Academy reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.
12. As young adults, Sixth Form are permitted to use mobile devices within the study areas and common room. Under no circumstances should calls be made or received during lessons.
13. The P.E. changing rooms are locked by P.E. staff once students have left to go to their activity, and re-opened by P.E. staff when they return. No one is allowed entry into the changing rooms during the lessons. Students are responsible for supervising their own belongings during the time in the changing facilities. Students and parents should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms, hence the Academy's advice in point 1 and 2 above that mobile devices are brought into the Academy entirely at the student's & parents' own risk.
14. We strongly advise that where parents or students need to contact each other during the Academy day, they should do so through the Academy's telephone system (via the General Office) and not via student mobile devices.