



# MOBILE DEVICE POLICY

Review date Autumn 2024

Next Review date: Autumn 2025

**\*This policy relates to the use of mobile devices by students within the Academy. The term 'mobile device' also covers anything linked to the mobile device, for example, phone, smart watch, headphones, speakers, iPad etc or any device that is developed after this policy is introduced.**

### 1. Use of mobile devices\* by students

At Branston Community Academy, we believe that student mobile devices\* must not be seen, heard or used at any time or anywhere on site during the school day eg from arrival until leaving the site. This includes all inside and all outside spaces.

At Branston Community Academy, student mobile devices\* must be switched off and out of sight, at the bottom of the school bag, whilst on the Academy site at all times. Therefore, mobile devices\* may not be used to check the time, used as a calculator etc.

On the rare occasion when a student attends school without a bag, they will be required to leave their mobile device\* at home or hand their mobile device\* in for the day at the General Office

In exceptional circumstances, we recognise that some students do need access to their mobile device\* for specific medical reasons and provision will be made for these individuals. Parents/carers are requested to inform the Academy and provide the relevant information if this facility is required for their child and we are already not aware.

Students must adhere to the Academy's code of conduct/acceptable use agreement for mobile device\* use (see appendix 1).

Students in the Sixth Form may access their mobile devices\* when they are within the Sixth Form block, but not at any other times.

#### 1.1 Parents/Carers

Parents/carers play an important role to support the Academy mobile device\* policy.

Parents/carers needing to contact their child in an emergency must do so via the main Academy device line: 01522 880400 and must not ring their child directly during the school day, as that would breach the Academy policy for student mobile device\* use.

Students must come to the General Office if they need to contact their parents/carers in an emergency during the school day.

#### 1.2 Sanctions

If a mobile device\* is used, seen or heard, either directly or indirectly eg a student is observed using their mobile device\* (this includes the device ringing, vibrating or making sounds to notify the user of alerts), either face-to-face or via the Academy CCTV system, then the following will happen:

The mobile device\* will be confiscated in line with sections 91 and 94 of the [Education and Inspections Act 2006](#)) and available for collection by the student at the end of the day.

- If a mobile device\* is confiscated for a second time or more then the mobile device\* will be kept until the parent/carer attends to collect the mobile device\*. Under no circumstances will the mobile device\* be returned to the student. The mobile device\* will be kept securely until the parent/carer can collect it in person.

Further repeated breaches of the Academy policy will result in a student not being allowed to bring a mobile device\* onto site at all.

Staff have the power to search students and their mobile devices\*, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows staff to search a student's mobile device\* if you have reason to believe the mobile device\* contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. Details of the Academy policy are contained within the Behaviour Policy.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The Academy takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

### 1.3 Late Buses

Academy staff on bus duty may allow students to use their mobile devices\* if we are informed that a bus may be delayed. This is at the discretion of the senior leaders on bus duty and students may only access their mobile devices\* once the member of staff has given further information to students.

### 2. Loss, theft or damage

Students bringing mobile devices\* to school must ensure that devices are appropriately labelled and are stored securely.

Students must secure their mobile devices\* as much as possible, including using passwords or pin codes to protect access to the mobile device's\* functions and they must be switched off during the school day. The school accepts no responsibility for mobile devices\* that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school. Confiscated mobile devices\* will be stored in the General Office in a secure location.

The mobile device\* will be labelled with the student's name. Returned mobile devices\* will need to be signed for on collection.

Lost mobile devices\* should be returned to the General Office. The Academy will then attempt to contact the owner.



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## Appendix 1:

### Code of conduct/acceptable use agreement

You must follow the following rules if you bring your mobile device\* to school:

1. You may not use your mobile device\* at any point during the school day.
2. Mobile devices\* must be switched off (not just put on 'silent') and in the bottom of your school bag. Students without a bag may not bring a mobile device\* to school, otherwise they will be required to hand it in at the General Office for the day.
3. You may not use your mobile device\* in the toilets or changing rooms. This is to protect the privacy and welfare of other students and mobiles\* must not be seen, heard or used anywhere during the school day.
4. You cannot take photos or recordings (either video or audio) of school staff, yourself or other students at any time, including on school transport.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your mobile device's\* passwords or access codes with anyone else.
7. Don't use your mobile device\* to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your mobile device\* to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile device\* even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the mobile device\* or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your mobile device\* to view or share pornography or other harmful content.
12. Under sections 91 and 94 of the [Education and Inspections Act 2006](#) Academy staff have the authority to confiscate mobile devices\*. Therefore, you must comply with a request by a member of staff to hand over your mobile device\*, if it seen, heard or used. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile devices\* are not permitted in any internal or external exam or test environment. If you have a mobile device\*, you must follow the Academy policy of switching it off and leaving it in your bag. Bringing a mobile device\* into the test room can result in your exam being declared invalid.