



GUILSBOROUGH ACADEMY

PERSONAL MOBILE DIGITAL DEVICE (MOBILE PHONE) POLICY

Policy Name	Guilsborough Academy Personal Mobile Digital Device (mobile phone) Policy
Committee	Finance Audit and Risk
Owner	Principal
Statutory	No
Authorisation	To be ratified by the Principal, Trustees to note

Date Ratified	Review Date
June 2024	June 2027

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‘Every school has a duty to create an environment that is calm, safe and free from distraction so all pupils, whatever their background, can learn and thrive...Mobile phones risk unnecessary distraction, disruption and diversion.’¹

Communicative electronic devices must not be used, seen or heard on the school premises at any time.

Students, their parents or carers must read the policy and understand the acceptable use policy as a condition upon which permission is given to bring mobile phones to school. The home-school agreement should be signed to acknowledge recognition of this policy.

The acceptable use policy for mobile phones also applies to students during school excursions, educational visits and extra-curricular activities on the school site and on external visits.

Responsibility

The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities.

¹ Department for Education (2024) *Mobile phones in schools* (p. 3) Available at https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf [accessed 02.05.24].



Parents/carers should be aware that if their child takes a mobile phone to school, the school cannot accept responsibility for any loss, theft, damage or costs incurred due to its use. Nor will the Academy investigate the loss, theft or damage of any device brought to school. If brought into school, devices must be switched off and kept in a safe place in the student's bag.

Parents/carers are reminded that in case of emergency, main reception remains the first point of contact and can ensure your child is contacted quickly and assisted in the relevant way.

Acceptable Uses

Guilsborough Academy recognises the importance of emerging technologies present in modern mobile phones. However, the Academy upholds the Department for Education's guidance to prohibit the use of mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, break times and lunch time.²

If a student brings a mobile phone or associated device to school, it must be switched off and kept out of sight once the student enters the perimeter gates at the start of the day.

Unacceptable Uses

- In line with the above, students should therefore not use mobile phones to check timetables, homework or 'the time'. These actions should be completed utilising a printed timetable or a watch.
- Using mobiles to bully and threaten others is unacceptable. Cyberbullying will not be tolerated and can constitute criminal behaviour in some cases. The Academy will follow the Positive Behaviour Policy when dealing with incidents of cyberbullying.
- Unless express permission is granted, mobile phones should not be used to make calls, send messages, use the internet, take photos or any other associated application.
- Listening to music through headphones will not be allowed in any lesson. Music may be played by the class teacher to improve ambience for learning but will be done through the main speakers.
- Mobile phones are banned from all examinations.

Sanctions

'Schools have the power to confiscate mobile phones or similar devices as a disciplinary penalty. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated as a sanction...Headteachers are backed by the Department for Education to confiscate mobile phones and similar devices for a length of time they deem proportionate.'³

Students are routinely taught and reminded of the Academy's mobile phone policy during the Registration and assembly 'Guilsborough Way' programmes.

Should a student infringe the Academy's '**never used, seen or heard on the school premises at any time**', the following staged sanctions will occur:

² Department for Education (2024) *Mobile phones in schools* (p. 6) Available at https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf [accessed 02.05.24].

³ Department for Education (2024) *Mobile phones in schools* (p. 9) Available at https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf [accessed 02.05.24].



- First offence – the device is returned to the student at the end of the school day
- Second offence – the device is confiscated until a parent/carer can collect it
- Third offence – the device is to be handed in upon the student's arrival every morning to Student Reception for a period of time

Confiscated devices will be taken by a member of staff to Student Reception where they are placed in a named envelope and secured within a cupboard. Any arguments with staff regarding mobile phone infringement will be dealt with seriously and inline with the Academy's Positive Behaviour Policy with the likely result being an internal suspension within the Re-Engagement Room.