

UNIVERSITY ACADEMY  
HOLBEACH



UNIVERSITY OF  
LINCOLN

# The University Academy Holbeach

*Principal: Miss S Paige B.A. (Hons.)*

## **Mobile Phone Policy**

Date: 3<sup>rd</sup> January 2020  
To be reviewed every two years  
Review date: 2<sup>nd</sup> January 2022

University Academy Holbeach recognises that mobile phones are now an important aspect of everyone's life and have considerable value, particularly in relation to individual safety. The Academy therefore accepts that students are permitted to bring mobiles to the school but that use is limited and restricted.

It is important that parents/guardians consider the financial value of the phones that their child(ren) bring to school as replacing them can be a costly affair.

We aim to educate students in the responsible use of technology. We expect that parents/guardians will also educate their children in the responsible use of technology.

## **Responsible Use**

Students must use phones responsibly at all times.

- ❖ 1. Students must ensure that files stored on their phones do not contain violent, degrading or pornographic images. The transmission of some information is a criminal offence. Students found to be responsible for this will have their phone confiscated; it will be returned to their parent / guardian, or passed to the Police.
- ❖ 2. Cyber-bullying is completely unacceptable, students found to be responsible for this will have their phone confiscated; it will be returned to their parent / guardian, or passed to the Police. Should your child be subjected to cyber-bullying outside of school you are advised to contact the police.
- ❖ 3. The Academy is a workplace and, as such, phones must be switched off and kept in bags during and between lessons.  
**Note:** All points in the policy apply to phones, ipods, I-pads, MP3, MP4 players and all devices where communication is possible.
- ❖ 4. Mobile phones and similar devices (listed above) must not be seen during school time. They should not be used either during or between lessons. Where a student is seen using their phone, this may be confiscated and returned at the end of the school day. Persistent disregard for the rules can result in the phone being confiscated for a longer period of time. Parents/guardians may be asked to collect the item from school.
- ❖ 5. The use of phones or any other recording device to film or photograph lessons or activities in or out of school may result in fixed-term exclusion, permanent exclusion or other sanctions.
- ❖ 6. Students may be permitted to take their phones (or similar devices as listed above) on school excursions. However, the same rules apply as though students were on the school site. Permission to contact parents/guardians may be given for example if a trip is late returning to school.
- ❖ 7. Students must not use mobile phones to contact parents/guardians during the school day. If there is an emergency, illness or any other issue these must be reported and the school will make the necessary contact.

- ❖ Parents/guardians are asked not to call their children during the school day. If children need to be contacted then the school should be contacted and staff will locate students as necessary.

## **Rules**

- Whilst the Governors give permission for phones to be brought to school, responsibility for the phone rests with the student and, as with all valuable items that pupils may decide to bring to school, these must not be discarded. The Academy will take no financial responsibility for loss or damage. The school bears no responsibility for confiscated items.
- Students must not use phones during or between lessons. This means that phones must not be used for example, for making calls, checking the time, texting or used as a calculator. Phones etc. must not be visible during or between lessons, they must be switched off and stored in the student's bag.
- Head phones must not be worn during or between lessons
- Students must not use phones or MP3 players to broadcast music.
- If phones are used at incorrect times students will be challenged, phones may be confiscated, and will be returned at the end of the day. If students dispute this, or offend persistently, parents/guardians may be asked to collect the phone from reception.
- If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter. Mobile phones must not be used in lesson time.
- Parents / guardians should not contact their children's mobile phones. This can be disruptive and could result in your child(ren) being reprimanded. Should parents/guardians wish to speak to their child(ren) they should phone the school reception and messages will be relayed.
- Mobile phones cannot under any circumstances be used in examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations.
- Mobile phones, if brought into the examination hall must be switched off and handed in to invigilators as per the examinations guidelines.
- Students need to acknowledge that it is a privilege to be permitted to bring mobile phones to school and abuse of this policy may lead to a curtailment of this privilege.