

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

The University Academy Holbeach

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

Mobile Phone Policy

Date: 1st February 2022

To be reviewed every two years

Review date: 31st January 2024

University Academy Holbeach recognises that Parents/ Carers may prefer that, in relation to safety, their child is permitted to bring their mobile phone to school. Pupils are; therefore, permitted to bring their mobile phone into school although the expectation is that the phone must not be seen or heard.

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 regarding the responsible use of technology.

Responsible Use

Note: All points in the policy, where phones are mentioned, apply to any portable communication devices including but not restricted to mobile phones, ipods, I-pads, MP3 players, MP4 players, internet enabled watches and AirPods/Headphones

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. Mobile phones and similar devices (listed above) must not be seen or heard during school time. They should not be used either during or between lessons. Where a mobile phone is seen or heard, 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.
4. The Academy is a workplace and, as such, phones must be switched off and kept in bags during and between lessons.
5. When a pupil leaves the classroom to go to the toilet (or on an errand), it is an expectation that their mobile phone remains in the classroom.
6. The use of phones or any other recording device to film or photograph lessons or activities in or out of school may result in a Suspension or other sanctions (including being banned from bringing the phone into school as a safeguarding measure).

7. Students may be permitted to take their phones (or similar devices as listed above) on school excursions. However, the same rules apply when students are on the school site. Permission to contact parents/guardians may be given; for example, if a trip is late returning to school.
8. 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.
9. 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, 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, phones must not be used for making calls, checking the time, texting or used as a calculator. Phones (and other devices mentioned above) must not be visible during or between lessons, they must be switched off and stored in the student's bag. On occasions, where planned into the lesson, the use of phones may be specially permitted for educational purposes only, by a member of staff.
- Head phones must not be worn during or between lessons
- Students must not use phones or other devices to broadcast music.
- If a mobile phone is seen or heard whilst in a student's possession in the classroom, the phone will be confiscated immediately. If phones are seen or heard whilst in a student's possession in social and communal areas, the student will be warned and phones will be confiscated for a second offence. When phones are confiscated, they will be returned to students at the end of the school day. If students dispute this, or offend persistently, parents/guardians may be asked to collect the phone from reception and further sanctions may be issued in line with the UAH Behaviour Policy.
- If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter.
- Parents / guardians should not contact their child via their child's mobile phone during the school day. This can be disruptive and will likely result in their child 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 or other web enabled devices 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, or other web enabled devices, if brought into the examination hall must be switched off and handed in to invigilators as per the examination 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 and the application of other sanctions in line with the UAH Behaviour Policy.