



# MOBILE DEVICE POLICY

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THIS POLICY WAS APPROVED:	
POLICY VERSION:	VERSION 1.0
THIS POLICY WILL BE REVIEWED:	
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	MIKE FISH
THIS POLICY WAS CONSULTED WITH:	LOCAL GOVERNING BOARD
THIS POLICY WAS DISTRIBUTED TO:	MARLEIGH PRIMARY ACADEMY STAFF

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## **1 Introduction**

- 1.1 Marleigh Primary Academy recognises that technology in the form of mobile phones and smart watches are powerful communication devices which can contribute significantly to learning. Almost all have camera applications, access to social media and the web, as well as having the facility to store huge amounts of data. The academy also recognises that many parents consider phones to be an important tool for remaining in contact with their children and that they can have useful educational benefits.
- 1.2 However, our primary aim is to educate our pupils in a safe environment free of any distractions caused by such technology and as such we prohibit the use of mobile phones during the academy day. The reasons for this are set out below.

## **2 Why mobile devices are prohibited during the academy day**

- 2.1 Our mobile phone policy is based on the following four principles:
- Firstly, all pupils have a right to privacy and should not be photographed or recorded by other pupils during the period of time they are at academy.
  - Secondly, all pupils have the right to be taught in a safe, purposeful learning environment and lessons should not be disrupted by texts or calls made on mobile phones.
  - Thirdly, all pupils should be protected, as far as is possible, from inappropriate internet content and cyber-bullying. All internet and email access to and from pupils whilst they are in academy should come through the academy's filtering system so that it can be monitored and controlled.
  - Fourthly, academy staff should not be placed in a position where their actions could be photographed or recorded without permission. Furthermore, parental contact which is not managed by the academy may also lead, on occasions, to adverse reactions from pupils, which staff must then respond to.
- 2.2 Pupils are discouraged from bringing into academy mobile devices and to take the opportunity of being free from the influence of any forms of digital

media for the eight hours they are in academy or travelling to and from academy.

### **3 Rules and Responsibilities Relating to Mobile Devices**

#### 3.1 Definition of Mobile Device in this policy:

A mobile device is any electronic device that is capable of any of the following: sending messages, taking photographs or video, playing games or music and accessing the internet.

### **4 Mobile devices on the academy site**

4.1 Mobile devices should not be seen, heard or used by pupils on the academy site between 8am and 6pm under any circumstances. Headphones are also prohibited as it will be deemed that a mobile device is in use. Where pupils are involved in an after school club this prohibition is extended until the club is complete and pupils have **left the academy site**.

4.2 Where mobile devices have been brought on to the academy site they should be turned off, immediately handed in to staff when entering and stored securely in the academy office. Pupils must not have devices in coats, bags or pockets. Turning the mobile device to silent mode rather than off is not sufficient; it will be deemed that the mobile is still in use.

### **5 Responsibility for Mobile Devices**

5.1 Parents are required to complete a permission form to allow their child to bring a mobile device to school, this is only in exceptional circumstances.

5.2 The academy accepts no responsibility for lost, damaged or stolen devices that are brought onto the academy site.

5.3 It is the pupil's responsibility to ensure the safety of the mobile device during the academy day by handing in their device to academy staff at the start of the day.

## **6 Requesting access to mobile devices**

- 6.1 The academy retains the right to request access to a mobile device where it is suspected that a serious breach of the academy's behaviour and/or safeguarding policies has taken place.
- 6.2 The academy retains the right to withdraw the right of a pupil to bring a device onto site where it is suspected that criminal activity and/or bullying has taken place and/or where the reputation of the academy has been brought into disrepute.

## **7 Parental contact during an academy day**

- 7.1 All contact between parents and pupils during the academy day needs to be made through the main office. Parents will not be able to make direct contact with a pupil through a mobile device.
- 7.2 Any contact by a mobile device between a pupil and a parent will be deemed a breach of the mobile device policy and will be dealt with according to the consequences stated in section 9 of the policy.

## **8 Consequences for breach of policy**

- 8.1 If a mobile device is seen or heard, or where there is evidence that a device has been used at school then it will be confiscated by staff and returned to the parent at the end of the day.
- 8.2 A repeat offence during the same term will result in the pupil not being allowed to bring a mobile on to the academy site. The device will be returned to a parent only.
- 8.3 The academy reserves the right to apply alternative sanctions if appropriate.
- 8.4 The academy has the right to confiscate mobile devices under DfE Statutory Guidance 'Searching, Screening and Confiscation', January 2018.

## **9 Pupil and Parental understanding of the mobile devices policy**

- 9.1 This policy, and our expectations, with reasons for the requirements, will be clearly outlined to pupils at the beginning of each academic year.

## **10 Staff Use of Mobile Devices**

- 10.1 Staff will model appropriate behaviours in their use of mobile phones. Staff should not use personal mobile devices in lessons or in pupil-used areas of

the academy site. Staff may use mobile phones which are approved and owned by the academy for the purpose of promoting the academy's work and for communication, such as that used by breakfast and after-school staff.

## **11 Expectations of Parents/Carers**

- 11.1 Remind their children of this policy if they permit them to bring a mobile device into school and contact the academy reception via telephone, or email, if an emergency arises or they need to get an urgent message to their child. Direct contact with students via a mobile phone is in breach of this policy.
- 11.2 Acknowledge any communication from the academy with regards to a confiscation of a mobile phone because it has not been used in accordance with this policy in a timely manner. Parents are expected to support the academy when transgressions of this policy occur.

## **12 Visitors**

- 12.1 Visitors will support the academy by using their mobile in a responsible manner.

## **13 Review and Monitoring**

- 13.1 The academy Mobile Devices Policy will be reviewed on a regular basis by the Local Governing Body, taking into account the number of incidents that have taken place in the preceding twelve months and the impact on teaching and behaviour.

## Appendix A: Letter to parents re mobile devices



Dear Parent/Carer,

If your child needs to bring a mobile device to school, please complete the attached form to give your permission for this and to explain the reason your child needs to have a phone before or after the school day.

Please make sure that your child understands the academy rules about mobile phone use. These are very important and are in place to ensure there is no inappropriate use of mobile phones during the academy day.

We strongly discourage pupils from bringing phones to school as there is a risk of phones being lost, damaged or used inappropriately. You can always contact your child or send them a message by calling the academy office.

### Academy Rules on Mobile Phones

- The academy accepts no responsibility for loss or damage to mobile phones. We ask that phones are only ever brought to academy in exceptional circumstances.
- If a pupil needs to bring a phone or other mobile device to academy, their parent must complete a permission slip and return it to the academy office. Until this is received, devices will only be handed back to a parent.
- Pupils must hand their phone in to a member of staff as soon as they arrive at school. If they attend breakfast club, this is as soon as they arrive in the morning. Phones will be held securely until the end of the academy day when they must be collected.
- Mobile devices discovered which have not been handed in will be confiscated and only returned to a parent. If this happens a second time, pupils will not be allowed to bring a device onto site at all.
- Pupils' phones must be clearly identifiable.
- If a pupil is found to be using a phone on academy premises, this is a serious matter and will be dealt with in accordance with our guidelines.

Whether at home or at school, please remember that mobile phones provide easy access to the Internet which, while it can be full of fantastic opportunities, can also be a hazardous place. It is important that we all work together to keep children safe. We strongly recommend that you enable parental controls on your child's phone and talk to your child about how to stay safe online.

This website has good advice: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/>

Thank you for your support in keeping all our pupils safe.

Yours sincerely

Mike Fish

Headteacher

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I give permission for my child \_\_\_\_\_ (name) to bring a mobile phone to Marleigh Primary Academy and hand it in at the academy office, on arrival, for safe keeping during the day.

I have spoken to my child and they understand the rules around mobile devices. The reason for them needing to bring a mobile phone to academy is:

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Parent/carer signature \_\_\_\_\_

Date \_\_\_\_\_