



The Sutton Academy

Mobile Phone Policy

Status	Non-Statutory
Responsible Governors' Committee	ALT
Date last approved by GB	Not Applicable
Responsible Person	Mr P Trainor
To Review Date	September 2017
Last Amended Date	November 2016

Introduction:

This policy sets out the Academy's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by students while they are attending The Sutton Academy.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones, MP3 players and iPads, etc. by students, and thereby to protect the Academy's staff and students from undesirable materials, filming, intimidation or harassment.

The Policy:

1. The Academy strongly advises that mobile phones should not be brought into Academy at all.

Students have no legitimate need to use a mobile phone at all during the Academy day.

2. The Academy accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their journey to and from Academy.

3. Where a mobile phone is brought into the Academy, it is entirely at the student's and parents' own risk. The Academy accepts no responsibility for the loss, theft or damage of any phone or other mobile device brought into Academy.

4. Mobile phones which are brought into the Academy must be turned off and stored out of sight immediately the student arrives at the Academy gate. They must remain turned off and out of sight until break or lunchtime. Mobile phones cannot be used during Ready to Learn time, on lesson change-over or for anytime where students have left the classroom during the learning session.

5. If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately. The member of staff will take it straight to the Pupil Reception for safe storage, and will inform the student that they will do so.

6. When a mobile phone is confiscated, the matter will be recorded on the child's behaviour log, so that the consequence given by our staff is fair and consistent.

7. When a student's phone is confiscated the device will not be returned to the student until 3:10pm on the same day.

8. Any student who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by a member of the Academy Leadership Team (ALT) and the refusal will be treated as a disciplinary matter.

9. Students who have the mobile phones/ electronic devices removed from them on more than one occasion during the same half-term will have their equipment confiscated for a period of no less than 24 hours and may only reclaim it at the end of the following school day (unless the equipment's return is expressly requested by a parent, or it is confiscated on a Friday – See Point 7). All Teaching Staff have the right to contact a parent to agree additional sanctions where necessary.

10. It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.

11. Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents will be informed. If a similar action is then repeated, the matter will be treated as a serious disciplinary issue. In such circumstances, the student's parents will be informed and the Governing Body may be notified.

12. In accordance with the Academy's *Internet Acceptable Usage Policy* and *E-Safety Policy*, the Academy reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.

13. As young adults, Sixth Form are permitted to use mobile phones within the study areas and common room. Under no circumstances should calls be made or received during lessons.

14. The PE changing rooms are locked once students have left go to their activity and re-opened when they return. Students are responsible for supervising their own belongings during their time in the changing facilities.

15. Where parents or students need to contact each other during the Academy day, they should do so only through the Academy's telephone system (via Pupil Reception) and not directly via student mobile phones.

16. Students may continue to use their mobile devices at break times and lunchtimes.