



# Mobile Phone Policy

Review Date	Reviewer	Approved By	Date Approved	Implementation
	J Barker	Executive Head	September 2019	September 2019
April 2022	J Barker	Executive Head	20 April 2022	25 April 2022
February 2024	R Hutchinson	Head of School	February 2024	February 2024

## REVISION HISTORY

Issue No	Date	Description
1	September 2019	New policy
2	April 2022	Amendment to Number 6 in the Policy Section
3	February 2024	Amendment to Number 5 re confiscation of mobile phone

Issue No:	3	Quality Document Type:	Policy
Review Date:	07/02/2024	Ref:	HA/PASTORAL/MOBILEPHONEPOLICY
Approved by HoS:	07/02/2024	Originator of this document is:	J Barker

## **‘not seen not heard’**

This policy sets out the school’s framework for determining what is ‘acceptable’ and ‘unacceptable’ use of mobile technology by pupils and students while they are at school. The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones, mp3 players and smart watches by students, and thereby to protect staff and students from undesirable materials, filming, intimidation, or harassment. For the purposes of this policy, all references to ‘mobile phones’ should be taken to include smartphones and mp3 players, even those which do not incorporate communications technology. This policy will operate in conjunction with other policies including the *E-Safety Policy* and *Internet Acceptable Usage Policy*. It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

### **POLICY:**

1. Hermitage Academy advises that it is not necessary for students to bring mobile phones into school at all, however if they choose to do so, they have no legitimate need to use a mobile phone at all during the school day or on the school site. We accept that there may be circumstances in which a parent wishes their child to have a mobile phone for their journey to and from school.
2. Where a mobile phone is brought into school, it is entirely at the student and parents/carers own risk. Hermitage Academy accepts no responsibility for the loss, theft, or damage of any phone, smartphone, smart watch, or other mobile device brought into school.
3. Mobile phones which are brought into school must be turned off (not placed on silent) and stored out of sight immediately the student arrives at the school gate. They must remain turned off and out of sight until the student has left the school site at the end of their day. The simple policy is ‘not seen, not heard’.
4. If a student requires to use their mobile phone during the school day or during an after-school activity, they must request the permission of a member of staff. Failure to request permission will result in a sanction being issued.
5. If a mobile phone is seen or heard by a member of staff, then the phone will be confiscated immediately and handed in to reception. A text message will be sent to parents/carer to inform them of this rule breach and that the phone may be collected by the parent/carer (or other named responsible adult) at the end of the day. Pupils are not allowed to collect their mobile phones. Any student who refuses to hand over a mobile phone when requested, will be viewed as defiant and the refusal will be treated as a serious disciplinary matter which may include a placement in the behaviour support unit and/or a STEP review.
6. Repeat offenders will not be allowed to bring their mobile phone into school. If their parent/carer wishes them to have their phone before and after school, then by agreement, they will be allowed to leave this at the school office.
7. It is expressly forbidden to record photographic images (still or video) or sound recordings of staff or pupils at any time.

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8. 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 action taken in accordance with the Behaviour Management Policy. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue.
9. In accordance with the Behaviour Management Policy, Acceptable Use Policy and E -Safety Policy, we reserve 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.
10. As young adults, Sixth Form Students are permitted to use mobile phones within the study areas and Common Room. Under no circumstances should calls be made or received during lessons or outside of these areas. Sixth Form students should set an example to the rest of the school and not abuse this privilege.
11. 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 the time in the changing facilities. Students and parents/carers should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms, hence please note our advice in point (1).
12. Where parents/carers or students need to contact each other during the school day, they should do so only by contacting the school by telephone and not via student mobile phones.

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