



THE
HOLGATE
— ACADEMY —

Mobile Phones & Other Devices Acceptable Use Policy October 2021

Office use

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Associated documents:			
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The law states that it is for the Governing Body to establish the principles by which behaviour will be managed in the academy and for the Principal to put in place measures to ensure those principles are applied. In this context, this policy sets out the academy's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by students while they are at school.

This policy is designed to prevent 'unacceptable' use of personal electronic devices and thereby protect school students and staff from undesirable materials, filming, intimidation or harassment. For the purposes of this policy, all references to 'mobile phones' should be taken to include all other mobile electronic devices, including those which do not incorporate communications technology.

This policy will operate in conjunction with other policies including the *Safeguarding Policy*, *Behaviour Policy* and *E-Safety Policy*.

Rationale for changes made to the policy for 2020-21

- The debate about access to mobile phones in schools is ongoing in the UK, where more than 90% of teenagers have mobiles. A recent study by the London School of Economics found that in schools where mobiles were banned, the test scores of 16-year-olds improved by 6.4% – the equivalent of adding five days to the school year.
- Ongoing misuse of mobile devices by a number of students during the academic year 2019-20

Purpose

The academy **strongly advises** that mobile phones should not be brought into the academy. However, 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 school.

Holgate Academy has established the following Policy for mobile phones that provides teachers, students, parents and carers with guidelines and instructions governing student possession of a mobile phone during school hours. This Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed. The Policy also applies to students during school trips, excursions, and extra-curricular activities both on the school site and off-site.

Responsibility

It is a privilege to be allowed to bring a mobile phone to school. In exchange students are expected to behave responsibly and follow this policy at all times. Any student who does not comply with this acceptable use policy **will have permission** to bring their phone into school **removed**. The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities. **Permission to have a mobile phone on site while under the school's supervision is dependent on the parent/carer agreeing to the terms and conditions of school policy.** Parents/carers should be aware if their child takes a mobile phone to school it is assumed household insurance will provide the required cover in the event of loss or damage. **The school cannot accept responsibility for any loss, theft or damage to any phone or other mobile device brought into school. This includes any costs incurred while the item is on school premises.**

Management of phones on site

1. As of 1st Sept 2018 a phone ban has been implemented on the Holgate Academy site for all students.
2. On site is defined as **main** gates at Hillcrest and Nabbs and the smaller gates to the rear of Nabbs.
3. Health & Safety/ Safeguarding - to support parental concerns in relation to students travelling to and from school students will be able to have a mobile phone but it **MUST BE** turned off and placed in their bag (not on their person or in a pocket). The phone is not permitted to be out and visible on site- even at social times! Please note- "If we see it, or hear it, you lose it."
4. Educational usage- at times we acknowledge that mobile phones and electronic devices can be used as a learning tool – if this is required as part of a lesson the teacher will **clearly** indicate that students are given permission to use their phone for example making a record of homework. At the end of this session the **phone must be turned off and placed in the student's bag- not put in a pocket or on your person.**
5. There is an increasing need for students to have access to phones for TEAMS and other remote learning packages.
6. On leaving the site (at the end of the day) mobile phones should not be visible until the student has exited the **main** gates at Hillcrest /Nabbs / the smaller gates to the rear of Nabbs.

Sanctions

If students do not adhere to the policy phones will be **confiscated** and, in the majority of cases, returned at 3:15pm of the same day. Sanctions are graduated and as follows:

1. First offence- Demerit, confiscation, returned at 3:15pm from Student Services
2. Second offence- Demerit, confiscation, Tutor detention, returned at 3:15pm from Student Services
3. Third Offence- Demerit, confiscation, MDT detention, returned at 3:15pm from Student Services
4. Fourth offence- Demerit, confiscation, Senior detention, returned at 3:15pm from Student Services
5. Fifth offence- Demerit, confiscation, Year Leader has parent meeting, half day isolation, returned at 3:15pm from Student Services.

Important

- **Parents/carers are reminded that in cases of emergency they should contact the school office. This is the quickest way to reach your child, ensures we are aware of any potential issue and enables the school to assist in making the necessary arrangements. Please do not ring or text your child during the school day as you are putting them at risk of receiving a phone ban.**
- Any student feeling ill should report to Student Services/ House Leader where appropriate arrangements will be made for the academy to contact parents.

Theft or damage

Mobile phones that are found in the academy and whose owner cannot be located should be handed to Student Services. The academy accepts no responsibility for replacing lost, stolen or damaged mobile phones. The academy accepts no responsibility for students who lose or have

their mobile phones stolen while travelling to and from school. It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Misuse of phones

Using mobile phones at any time to bully or threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given. It is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. **This also includes using mobile phones to photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.**

Inappropriate conduct in examinations

Mobile phones and other electronic devices are banned from **all** examinations. Possession of a phone in an exam room is a very serious matter. Students are expected to turn their phone off and leave the phone in their bag or hand phones to invigilators before being seated in the exam hall. Any student found in possession of a mobile phone during an internal examination will have that paper. **Such an incident may result in all other exam papers being disqualified.** Any student found **in possession** of a mobile phone in a public exam (e.g. GCSE) will be reported to the exam board who will follow their own disciplinary procedures this may result in the student being disqualified from that exam, that subject or indeed all exams taken in that season.

Further misuse

Students using mobile phones to bully others will face disciplinary action. ***[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The academy may consider it appropriate to involve the police.]*** Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – the sending of personal sexual imagery - is also a criminal offence. **Students are not allowed to bring phones onto the premises unless parental consent has been given.**

By allowing your child to bring a mobile phone into the academy agreement with this policy will be assumed.

Please note and discuss with your child - "If we see it, or hear it, you lose it."