



Hope Academy

A joint Catholic & Church of England Academy

MOBILE PHONE POLICY

Mission Statement:

“A community of learners of all ages from the local area committed to mutual service where all can flourish, be their best and work for the common good to the glory of God and his creation.”

APPROVED	3 rd October 2012		
REVIEW DATE			
SIGNED PRINCIPAL		PRINT NAME	John Gannon
SIGNED CHAIR OF GOVERNORS		PRINT NAME	Bart McGettrick

Introduction:

This policy sets out the Academy's framework governing what is deemed to be acceptable use of mobile phones. The purpose of this policy is to prevent unacceptable use of mobile phones or camera-phones by students, and thereby to protect the Academy's staff and students from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with other policies including the 'E-Safety' and 'Internet Acceptable Use' policy. It is recognised that these documents must be reviewed and revised regularly in response to the ever-changing ICT environment at the Academy.

The Policy:

1. The Academy strongly advises that mobile phones should not be brought onto the premises.
2. The Academy understands a parent's wish for their child to have a phone for their journey to and from school. However, parents and students should understand that this is entirely at their own risk as the Academy accepts no responsibility for loss, theft or damage of any phone, mp3 player or device brought into Academy.
3. Mobile phones that are brought into Academy should be stored turned off (not on silent) and out of sight. Any student using their phone will have their mobile phone confiscated. All confiscated phones will be handed into Student Services, and will be securely stored. They will be either returned to the student at the end of the day or to a parent/guardian depending upon the nature of the incident.
4. It is strictly forbidden to record photographic images (still or video) or sound recordings of staff or students.
5. As part of the Academy's Internet Acceptable Usage Policy and E -Safety Policy, the Academy reserves the right to confiscate and search where there is a reasonable suspicion any phone that it may contain undesirable materials including those that promote pornography, violence or bullying.
6. Sixth Form are permitted to use mobile phones within the Sixth Form area. Under no circumstances should calls be made or received during lessons.
7. Communications between parents and students during the school day should only occur through the Academy's official communication channels and not via a student mobile phone. Parents are expected to contact our Reception or House office whilst students wishing to contact home must report to their house office/Student Services.
8. Under no circumstances should mobile phones be carried by a pupil into any external examination. They should be turned off and placed in their bag at the back of the examination room. Any student who is found in possession of a mobile phone may be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations.

Confiscation procedure

If a mobile phone is confiscated then:

- at the discretion of the teacher the mobile phone will be returned at the end of the lesson
- or the student will be informed that the phone can be collected at the end of school day Student Services.
- the confiscation will be recorded.
- in the case of repeated misuse the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone.
- where a student persistently breaches the guidelines further disciplinary action will be taken.