



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

'Be the very best you can be'

MOBILE PHONE POLICY

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| SLT responsible: | Assistant Principal (Learning Culture) |
| Last reviewed: | March 2021 |
| Ratified by Governors: | n/a |

Section A - Rationale

The college's policy on mobile phones has been developed for the following reasons:

- Students phoning and texting each other disrupts learning and teaching.
- Texting can be used to bully other students.
- The public examination boards regard mobile phones as wholly unacceptable. If a mobile phone is found in an exam room, the student's paper may be disqualified.
- Mobiles are normally detected when they go off – and therefore disrupt everyone before they are found.
- Mobile phones are a fashion item for some and the cause of much petty crime.
- Mobile phones are a valuable item which can go missing in college.
- The use of mobile phones during the college day is a safeguarding issue if students access inappropriate and unacceptable material.

Police advice is not to allow mobiles in college, and to discourage the use of mobiles on the journey to and from college. However, the college recognises that parents/carers would appreciate the ability to leave messages for their children if after college arrangements are subject to change or for a variety of other reasons.

Clearly, the presence of mobile phones in college must be strictly policed if our primary business as a college is not to be disrupted.

For this reason:

- **A student will only be allowed to carry a mobile phone if it is kept switched off and out of sight at all times during the college day. This includes break and lunchtimes.**
- **No student is allowed to use their mobile phone anywhere on the college site. This includes break and lunchtimes.**

Police advice is for young people not to make open use of mobile phones in public places to reduce street crime. Consequently, we would urge students who need to contact home to do so at the college gates where there are members of staff on duty at the beginning and end of the college day.

Expectations on college premises (before/after college, breaktime/lunchtime)

Ensure that mobile phones and all electronic devices are turned off and out of sight once a student enters the college site (Gate to gate). This must remain the case until a student leaves the college site at the end of the day.

Any mobile phones seen or heard in lessons will be confiscated

Consequences

The following procedure is used by teachers when a mobile phone is confiscated

- **Mobile phones will be confiscated if they are seen.**
- **The mobile phone will be sent to our student services area and locked away.**
- **The student's parent/carer will be contacted by administrative staff member**
- **The student will be issued a 60-minute senior detention to be completed on that day.**
- **The mobile phone will be returned to the student's parent/carer only.**

With many mobile phones equipped to record sound, take photographs and video images, this new technology is open to significant abuse. Taking of such images, without permission, contravenes the Data Protection Act 2018 (GDPR). In any case where a mobile phone is used to record sound, pictures or video images which are deemed to be an invasion of privacy the college will reserve the right apply an appropriate sanction which could include exclusion from college and, in extreme cases, permanent exclusion.

Mobile phones are expensive items and the college will not take any responsibility for the phone if it happens to be stolen or lost whilst in college. For obvious reasons members of staff cannot be expected to spend time investigating their disappearance.

Use of Mobiles Phones to support with Learning

There may be occasions when staff will give special permission for mobile phone to be used in class as part of learning and teaching; in this event the students must complete the learning task only.

Section B – for students' information

OUR POLICY ON MOBILE PHONES

1. **No student is allowed to use their mobile phone anywhere on the college site** either for calling, texting or use of social networking sites. This applies to all students in Years 7 – 11.
2. **A student will only be allowed to carry a mobile phone if it is kept switched off and out of sight once the student enters the college site, including break and lunchtime.**

Any student in a detention or an after college lesson must first obtain permission before using his / her phone.
3. A phone must not be used to access inappropriate material or be used for taking pictures / video or recording sound in college under any circumstances. Breaking this rule may lead to the student being excluded, possibly permanently.
4. Any parents/carers wishing to contact their son/daughter **urgently** during the college day should ring the college reception so that a message can be passed on with the minimum of disruption.
5. Exceptionally, if a student needs to contact parents/carers **urgently** during the course of the college day s/he should enquire at Student Reception or see their House Leader/PSA/Mentor.
6. Students who need to use a mobile after college should do so **at the gated entrance to the college and not on the main road**, in line with police advice about mobiles being a major source of street crime.
7. **Mobile phones will be confiscated if they are seen being used on college site.** The phone will be sent to our student Reception area and locked away. **It will be returned to the student's parent/carer only.**
8. Any mobile phone is brought in at the owner's risk. Members of staff cannot be expected to spend time investigating their disappearance.
9. **A teacher may give special permission for mobile phone to be used in class as part of learning and teaching; in this event the students must complete the learning task only.**