

# Exmouth Community College



## MOBILE PHONE POLICY

<b>Policy Details</b>	<b>Date</b>
Policy Written	Graham Allen
Policy Reviewed by	Curriculum
Policy ratified by governors	27.02.18
Review Cycle	2 years
Policy Review date	Spring 1 2020



Exmouth  
Community  
College  
Academy Trust

## MOBILE PHONE POLICY

<b>Policy Details</b>	<b>Date</b>
Policy Written	Graham Allen
Policy Reviewed by	Curriculum
Policy ratified by governors	14.06.22
Review Cycle	Annually
Policy Review date	Summer 2 2021

Exmouth Community College is committed to providing a safe and stimulating learning environment in which students can learn and teachers can teach.

Students bring in mobile phones and smart devices at their own risk.

The use of mobile phones in school has the potential to disrupt learning and safety in a number of ways. While recognising that the vast majority of students do not intend to disrupt, the consequences of mobile phone use can include the following:

- Disrupting the learning of others if a phone receives a call in lessons
- Disrupting the learning of others if a teacher has to take time to deal with a phone going off
- Disrupting own learning by using a phone to make a call or text during a lesson
- Disruption to smooth running of the school by sending unhelpful or inappropriate messages to other students
- Illegal use of camera and video facilities on phones to invade the privacy of staff or students. Data breaches and safeguarding violations can put students at risk.

This policy is a proportionate response to protect teaching time and safeguard students and staff. It is to be applied consistently and fairly across KS3 and KS4.

## **1 Possession and Use of Phones**

Mobile phones are allowed in college, provided they are switched OFF before entering the campus and only switched ON after the student has left the campus.

The use of mobile phones for years 7 to 11 is prohibited on the Gipsy Lane and Green Close sites during the school day.

Mobile phones are not allowed to be out of a bag whilst the student is on campus. Students are encouraged to have protective cases for their phones.

## **2 Contacting home**

Any messages that need to be relayed from or to a student should be directed through the relevant Key Stage Office who will make a decision on the urgency of passing the message on.

Parents should not arrange to contact students via their mobile phones at any time of the school day.

## **3 Inappropriate use of mobile phones**

If a member of staff sees a student with a mobile phone the following procedure should be implemented. (This applies whether the phone is switched on or off)

- The student should give the phone to the member of staff without argument

- The member of staff should take the phone (including SIM card to the nearest Key Stage Office, clearly stating:
  - The name and form of the student
  - The time and place the phone was confiscated
  - The reason for confiscation

If a student refuses to hand in their phone they will be placed in Internal Reflection or suspended.

#### **4 Return of phones – first confiscation**

If the phone has been confiscated for the first time the confiscation will last for one week (five college days). The Key Stage office will inform the parents/carers of the confiscation and make an appointment for the student to negotiate the return of the phone. Appendix A can be used to make the appointment. Parents will also be informed of the confiscation.

In negotiation with the parent and considering safeguarding implications one of the following will be agreed:

- The phone to remain in College for the duration of the confiscation
- In exceptional circumstances the student will hand in the phone each morning and collect at the end of the day for the duration of the confiscation.

In some cases – for example if the use of the phone contains images or videos or use of the phone has led to significant disruption – we will not release the phone until investigations are complete. In such case, if a safeguarding issue is identified, a College phone will be loaned to the student for the confiscation period.

At the end of the confiscation period it will be made clear to the student that a second offence will result in an extended confiscation of the phone (including the SIM card). The parent/carer will sign an agreement confirming their understanding (Appendix B)

#### **5 Return of phones – further confiscation**

If the phone has been confiscated for a second time, the same principles as above will apply but for a period of two weeks. This includes the SIM card. Future confiscations will increase by a week on each occasion.

#### **6 Communication of Policy**

Students and parents are made aware of the policy in the following ways

- At whole year group assemblies in September
- Through regular updates to parents and carers via social media.
- Through regular inputs and reminders in assemblies and tutor groups.
- In the Parent Guide and Student Planner

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

## **Appendix A**

Copy of letter from SIMS

**Appendix B (to be returned by student at the end of the confiscation period)**

Name	
Form	
Date	

I understand that my phone and SIM card are being returned to me on the condition I do not use them on College premises again.

I understand this to mean that:

- I will switch the phone off at the gate in the morning.
- I will keep the phone switched off all day
- I will not arrange or allow anyone to contact me via my phone during the day.
- I will not be seen with the phone in lesson or at break times.
- I will not take the phone out of my bag whilst on the school site.

I understand that if the phone is confiscated a further time, the period of confiscation will be extended.

The phone has been returned under the conditions above

There are issues that need resolving and the phone has not yet been returned

Signed \_\_\_\_\_ (Student)

Signed \_\_\_\_\_ (Senior Teacher)