



## **BEACON ACADEMY**

### **Mobile Phone Policy**

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<b>Updated</b>	<b>September 2018</b>
<b>Date Approved by Board:</b>	<b>2/10/2018</b>
<b>Date of Review:</b>	<b>Summer Term 2018</b>
<b>Responsible Department:</b>	<b>Leadership Team</b>

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*This policy sets out rules for using mobile phones and electronic devices and the action taken in case of misuse.*

*Beacon Academy recognises that mobile use is appropriate before and after school supporting students to get to and from the academy safely.*

*Beacon Academy does not accept any responsibility in the event that mobile phones and electronic devices are lost, damaged or stolen.*

*Mobile phones are permitted in school but must be switched off at all times. The use of mobile phones and electronic devices for any reason is not permitted on the academy site.*

*If students need to contact home for any reason during the academy day, they must report to the Pastoral Manager in the designated 'Hub' or the Pastoral Leader (Mrs Kinniard) who will contact home.*

*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.*

*It is considered a serious misuse of a mobile phone to record staff or other students in the Academy without their permission, an appropriate sanction will be imposed.*

*Any breach of the mobile phone policy outlined above, will be dealt with as follows:*

- Confiscation of the mobile phone by a member of staff. The mobile phones can be collected from the Pastoral Manager at the end of the academy day.*
- If a student refuses to follow the instruction of a member of staff. The student will receive a sanction of defiance of a member of staff.*

*When a member of staff confiscates a mobile phone it will be taken to the hub manager, placed in a sealed labelled envelope. The student's name and year group must be included on the envelope. This should be completed before the end of the school day and followed up with a phone call home. When the policy is regularly breached, the Academy reserves the right to ask a parent to come into the academy for a meeting.*

*Social media use or texting during the academy day is not permitted and an appropriate sanction will be applied.*

### *Advice to Staff*

*Do not agree to allow students to photograph you with a camera phone.*

*If you are subject to any form of harassment from students by the use of a camera mobile phone you should contact the pastoral team.*