



Isca Academy

Policy for the use of Mobile Telephones

Date of publication: March 2018

Review date: March 2019

At Isca Academy we recognise that mobile phones are useful to students and their Parent(s)/Carer(s), they enhance teaching and are a vital part of 21st Century learning. However they can also cause a distraction to learning and be a barrier to effective teacher/student communication and therefore boundaries around their use need to be put in place and applied consistently by all members of staff around the school.

Mobile phones/headphones can be brought to school and used up until 8.45am before school. They can be used from 11.10am - 11.35am during break time and 1.40pm – 2.10pm during lunch time. When the buzzer sounds at 11.35am and 2.10pm students should stop using their phones, turn them off, take their headphones out and put everything in their **bags**. If they are seen out after these times they will be confiscated and passed to the School reception for collection at the end of the day.

Phones/headphones should not be **seen** or **used** during lessons or at lesson changeover. If they are seen out or are being used, even if this is to check the time, messages etc, they will be confiscated and handed in to the School reception until the end of the day. The receptionist will send an email or text (Groupcall) to parent(s)/carer(s) to let them know the phone is in the School reception. This will make Parent(s)/Carer(s) aware to contact the student via the School Office instead of by their child's phone should there be an emergency.

Where a student has their phone confiscated **three** times over a two week period they will be expected to leave their phone in the School reception from 8.45am to 3.15pm for 2 weeks.

Parent(s)/Carer(s) are advised to only contact their child/ren before school, break or lunchtimes (timings of the school day are available on the school website). If a parent/carer needs to get a message to their child/ren during the school day then they should contact the School reception.

Phones can be used in lessons for educational purposes only; carrying out research, online revision quizzes such as Kahoot, Quizlet, online voting and surveys such as Survey Monkey. **Students should not wear headphones in lessons under any circumstances.** If music is being used as a reward or inspiration it needs to be played through the computer sound system in the room, not through phones/personal devices/headphones.

We actively discourage phone calls being made by students to their Parent(s)/Carer(s) or vice versa about incidents that happen in school. Any issues that arise through the school day should be dealt with by the adults in school. Concerns should be reported through the School reception. Students should **not** contact a parent who will not have all the evidence to deal with their child's concern effectively. Members of the behaviour and on-call teams will investigate the concern and then report back the evidence objectively to the Parent(s)/Carer(s). This benefits the Parent(s)/Carer(s) as following a system like this prevents them from becoming worried or upset. It also gives the appropriate adults time to investigate a concern in a timely fashion and report back to all Parent(s)/Carer(s) in a professional way.

Students must not use their phones to target individuals online (Facebook, Snapchat, Instagram etc) and anyone doing so will receive a sanction within the school's Behaviour for Learning policy, (depending on the severity of the incident). This may include a ban on them bringing their mobile device to school.

Students who repeatedly ignore the mobile policy or use their phone maliciously will be required to leave their phones in the School reception every day before tutor period and they will either be able to collect them at break and lunch or not until the end of the school day. This is at the discretion of the Academy Leadership Team/Head Of Year/behaviour team.

Reasonable adjustments

Where a student has a disability recognised by the Equality Act 2010 that will make the implementation of parts of this policy discriminatory, reasonable adjustments may be made, for example a student with autism who has sensory issues around noise and crowds will be allowed to wear a set of headphones when moving around the school, this will be shown on a reasonable adjustment card with their photograph on which the student will carry with them at all times.