



# **SANDWELL ACADEMY**



## **Student use of mobile telephones**

January 2024

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| <b>Policy Title:</b>                      | Student Use of Mobile Telephones   |
| <b>Policy Reference:</b>                  | Sandwell Academy / Student   |
| <b>Description:</b>                       | This document sets out how the Academy expects students to use mobile telephones                 |
| <b>Status:</b>                            | Non-statutory  |
| <b>Category:</b>                          | Academy / Student  |
| <b>Contact:</b>                           | Name: Mrs M Povey<br>Title: Senior Deputy Head - Behaviour<br>Email : mpovey@sandwellacademy.com |
| <b>Version:</b>                           | V2.1 – January 2024  |
| <b>Other relevant SA policies:</b>        | None   |
| <b>Adopted by the Governing Board on:</b> |  |
| <b>Date for Review:</b>                   | July 2024  |

| <b>Change Record</b> |              |                    |
|----------------------|--------------|--------------------|
| <b>Version</b>       | <b>Date</b>  | <b>Description</b> |
| 1.1                  | January 2024 |                    |

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# Introduction

Sandwell Academy recognises that parents may wish their children to have mobile phones for use in case of emergency. However, phones can be used inappropriately and are potentially targets for theft and bullying. The following policy ensures that they are used appropriately and do not interfere with teaching and learning at the Academy:

Mobile phones should be switched off as soon as students enter the grounds of Sandwell Academy and remain off throughout the whole school day, including Session 3. They must remain switched off and be kept in their bag or in their zipped blazer pocket.

In the case of emergency, students should either ask their PT or teacher or go to reception, where a phone will be made available to them.

In the event of a student being found to be using their mobile phone anywhere on the Academy grounds, the following action will be taken:

## First time

Phone will be taken from the student and kept in the Pastoral Office Safe until the end of the day when the student may collect it from the restaurant. This will be logged on a student's Bromcom record. The Personal Tutor (PT) will also discuss misuse of phones with the student.

## Second time

Phone will be confiscated. This will be logged on a student's Bromcom record. Parents will be contacted to inform them about the confiscation, and will need to hold a telephone conversation with their child's Personal Tutor. If there is a delay in availability for the conversation to take place, the phone will need to be submitted to Reception at the start of each day until the conversation can take place. For reasons around personal safety, students may collect their phone at the end of the day to assist them on their journey home. Should parents wish to, they may request that the phone remains in the safe until they have spoken to the Personal Tutor.

## Third Time

Phone will be confiscated. This will be logged on a student's Bromcom record. Parents will be required to attend an in person meeting with their child's Head of Year to discuss this continued abuse of Academy policy. If there is a delay in availability for the meeting to take place, the phone will need to be submitted to Reception at the start of each day until the meeting can take place. Should parents wish to, they may request that the phone remains in the safe until they have met with the Head of Year.

At this stage, the Academy reserves the right to impose a ban on students bringing their mobile phone.

In the case of trips and visits, the use of a phone is only allowed with the permission of the member of staff in charge. Parents are supplied with staff emergency contact details for all trips via letter/email.

If a member of staff has any suspicion that a mobile phone has unsuitable material stored on it, students will be required to hand over the phone to a member of staff and parents will be asked to collect it from a senior member of staff. During this meeting, the student or parent may be asked to access the phone's content. In circumstances where there is suspicion that the material may provide evidence relating to a criminal offence, the phone may be handed over to the police for further investigation. Parents will be invited to discuss the matter with the Headteacher and a police representative as the issue may put the student's place at the Academy in question.

If a mobile telephone is confiscated from a student, they will not be allowed to remove the SIM card – this is classed as part of the mobile phone.

Mobile phones should not be used to take photographs or videos anywhere in Sandwell Academy or the area immediately outside the Academy or on the Academy coaches. Abuse of this Academy protocol will result in disciplinary action.

Any attempts to post written comments, video or photo images on any websites which leads to bullying or humiliation of students or staff, or which discredits the Academy, will result in disciplinary action.

## **Advice on the safe use of Mobiles**

Do not give your phone number to people you don't know, especially via social networking sites.

If you get texts which upset you, don't reply, keep a record and tell an adult. In serious cases you can report it to the police.

If you receive a rude or embarrassing image about someone, don't forward it to others.

Distributing sexual images of other young people is harassment and is illegal. If you receive something like this tell an adult immediately.

Ask permission before taking a picture or recording of your friends and think before sending it on. Once sent, you have no control of where it ends up.

**For health and safety reasons, please note it is not permissible to charge your mobile phone in the Academy.**