



Alford Academy

Mobile Phone and Headphone Policy

Overview

This policy is designed to promote responsible use for all pupils and staff on campus. Mobiles can be helpful for staff, pupils and parents when used in a positive way, and they are increasingly being used to contribute to learning and teaching. As a result, we allow the use of mobiles in school, with **certain restrictions**, and in a safe, ethical, and responsible manner.

A mobile phone is a telephone capable of cellular telecommunication, with or without a connection to a network.

This policy does not apply to wearable devices e.g., fitbits, smartwatches, etc. or Laptops, tablets, and all other personal devices.

Please note that Alford Academy does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Using Mobile Phones and Headphones in Class

- Phones are to be switched off/on silent and out of sight during class, in their school bag/pocket.
- Pupils must leave the mobile phone box in class, if temporarily leaving class i.e. going to the toilet
- Pupils will receive **one warning** about using their phone/phone being out of sight - this includes a gentle class reminder at the start of the lesson.
- If a phone is being used after this, the teacher will ask the pupil to put the phone on the teacher desk and the phone will be returned to the child by the teacher at the end of the period.
 - Teacher script:
 - *“You are aware of the school policy; you have been reminded during the lesson of the policy and your phone is still visible. You now need to put your phone on my desk, and **I will return it to you** at the end of the lesson, thank you.”*
 - Pupils must not just take their phone back.

Failure to cooperate:

- If a pupil fails to co-operate with the class teacher, then the teacher will log a mobile phone 'de-merit' on Seemis and a referral will be made on Seemis to the Faculty Head. The pupil will be made aware of this.
 - Teacher script:
 - *"You have been asked to put your phone on my desk and you have refused. You will get a demerit and a referral to the faculty head."*
 - If the pupil continues to refuse to hand over the phone, follow behaviour policy and the pupil will be sent to a partner room.
 - Teacher script:
 - *"You have been asked to put your phone away and have refused to do so. At this time, I will ask you to go to the partner room and a letter will be sent to inform home."*
 - Following the completion of the referral to the Faculty Head, the pupil will be spoken to by the Faculty Head and reminded about our school policy.
 - Should there be continued failure to follow the mobile phone policy then the Faculty Head will contact Guidance and discuss next steps.
-
- Parents/carers should not message pupils during class time or have the expectation of this. Contact with pupils can be made through the school office.
 - **Phones MUST NOT be used to take anyone's photo/video.**
 - **Failure to comply with the above means the class teacher will immediately contact Senior Leadership Team and it may result in exclusion.**
 - **Mobile phones should not be used to bully pupils or staff. Bullying behaviour is anti-social, can lead to exclusion from school and could have legal ramifications.**

Using a phone for teaching and learning

The teacher will decide when pupils can use their phone in class to support learning, where the mobile phone permission sign is on display in each classroom.

- The teacher may give permission for mobile phones or devices to be used for class work.
- Pupils are expected to use the phone or device **only** for the purposes of the task at hand.
- Pupils who do not have mobile phones will have access to school IT equipment.

Using Headphones in class

The teacher will decide when pupils can use their phones and headphones in class to listen to music.

Charging phone in class

Pupils should not be using non-school charging cables to charge phones in any part of the school. This is a *health and safety/insurance risk* and will not be allowed.

If a pupil urgently needs to charge their phone, they should contact their guidance teacher.

Using mobile phones and headphones at intervals and lunchtimes

- Mobile phones and headphones can be used at intervals and lunchtimes when pupils are seated or stationary.
- Pupils should not be moving around the building using their mobile phones or headphones to text or watch videos.
- Staff should remind pupils to have all devices put away when leaving their classes and remind pupils they should not be using them whilst moving in the corridor. Staff are **not** expected to remove the phones from pupils.
- **Phones must not be used to take anyone's photo/video without their permission.**
- **Failure to comply with the above may result in exclusion or involvement of other agencies i.e. Social work and/or police.**