

The Marlborough Science Academy Mobile Phone Policy and Procedures

Throughout this document mobile devices refers to, but not exclusively, mobile phones, headphones, earphones, air pods and portable speakers.

The Marlborough Science Academy recognises that mobile devices have become an essential means in communication, making purchases and the safeguarding of young people. With these considerations in mind students are allowed to bring mobile devices onto the school site.

It is expected that if a student brings a mobile device to school that they;

- Understand that the school also has the right to take action against them if they are involved in incidents of inappropriate behaviour that are in this agreement, when they are out of school and where they involve them within the school community (e.g., online bullying, use of images or personal information).
- Understand that their actions using their mobile device must not bring the school into disrepute and if they do, they will face sanctions.
- Understand that these rules are designed to keep them safe and if they are not followed, school sanctions will be applied, and their parent/carer will be contacted.
- Are aware that they must not take any mobile device, including 'smart watches', into an examination venue and should they be caught with a device on them will face disciplinary action as sanctioned by the Headteacher and Examinations Officer. As a result, the exam board may cancel a paper.
- Are aware that if they engage in personal attacks, harass another person, or post private information about another person or use mobile technology to bully / threaten other students, whether in school or out of school, they may face suspension and their actions may constitute criminal behaviour and as such the police could be informed.

- Will not browse, download, upload, forward or receive material that could be considered inappropriate, offensive, or illegal. If they accidentally come across such material, they will report it to a member of staff.
- Agree to follow Marlborough values and those of British Values whilst using mobile devices which are in their possession.

Procedures inside the classroom

Mobile devices are only allowed to be used in class under the direct instructions of the teacher and then for only educational purposes.

It should be assumed that mobile devices are not normally allowed to be used in the classroom.

The following procedures will be followed in the classroom.

- The teacher will use a red sign and green sign in the classroom.
- The red sign is a clear indication that mobile devices should not be used.
- The green sign indicates the mobile devices can be used but only under the direct instructions of the teacher.
- If a student has their mobile device out of their bag when a red sign is shown, they will be confiscated. A behaviour incident will be logged, and an after-school detention will be issued. *If a student fails to hand over their phone the teacher will call Callout and the behaviour recorded as defiance.*
- If a student is required to leave the classroom for a short period of time e.g., going to the toilet the mobile phone must be left with the teacher for the duration of the time the student is absent from the classroom.

The following procedures will be applied if students do use their mobile phones incorrectly.

- **1st offence and 2nd offence** – Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Parents informed.
- **3rd offence** – Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Middle Leaders Detention issued. Parents informed.

- **4th offence** - Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Afterschool detention issued. Parents informed.
- **5th offence** – DoL discusses behaviour with parents. Students are required to hand their phone into student services as they arrive at school each day for the rest of the term.

In the event of a student failing to hand their phone to the teacher when requested this behaviour will be recorded as defiance and a call out be made for a senior member of staff to confiscate the phone and remove the student from the lesson. A student that fails to hand over a mobile device when asked may be sanctioned with a two-day suspension from school for defiance.

Procedures Outside of the Classroom

Outside of lessons student mobile devices should not be seen or used.

Any of the devices above should be turned off and kept in bags.

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- **4th offence** - Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Afterschool detention issued. Parents informed.
- **5th offence** – DoL discusses behaviour with parents. Students are required to hand their phone into student services as they arrive at school each day for the rest of the term.

In the event of a student failing to hand their phone to the teacher when requested this behaviour will be recorded as defiance and a call out be made for a senior member of staff to confiscate the phone and remove the student from the lesson.

A student that fails to hand over a mobile device when asked may be sanctioned with a two-day suspension from school for defiance

Use of a mobile device inappropriately to share inappropriate images, hurtful messages of material.

If the school becomes aware that any student has engaged in personal attacks, harassed another person, or posted private information about another person or used mobile technology to bully / threaten other students, whether in school or out of school, that student may face suspension and their actions may constitute criminal behaviour and as such the police could be informed.

Reasonable Adjustments

1. Medical and Special Educational Needs

Students who require their phones for medical or special educational needs will be issued with a pass to allow them to use their mobile devices. These passes will be issued by the DoL or SENCo. These passes will only provide permission to use the devices for the specific reason.

2. Year 12 and 13 students.

In recognition of their seniority in the school Year 12 and 13 students will be able to use their mobile devices in the 6th form café and study room. The school reserves the right to revoke permission to individuals who use their mobile devices inappropriately.

3. Educational out of class use on the school site.

On occasions students might be required to use their mobile devices outside of the classroom around the school site. This will be under the direction of the teacher and when required students will be issued passes to make this clear.

4. Educational visits off site

For students on a day visit or residential visit the acceptable use of mobile devices will be clearly communicated to students and parents/carers before the visit.

5. Mobile Phone Areas

If a student is required to use their mobile phone for a legitimate reason during school hours they should go to either the KS3 or KS4 pastoral suite and seek permission to do so. This should only happen before registration, and during break, lunchtimes and immediately after school and not between lesson changeovers i.e., between Form and Period 1, Periods 1 and 2 or Periods 3 and 4.