

Thomas Clarkson Academy Mobile Phone Policy for students

September 2018



Thomas Clarkson Academy

'See it, Hear it, Take it'

Mobile Phone Policy 2018-19



This policy provides clear guidance on the use of mobile phones, electronic devices, ipods, tablets on school site for students.

Introduction

Thomas Clarkson Academy has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

Camera Mobile Phones

Camera mobile phones are becoming increasingly popular and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms.

There is a high potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and staff.

Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Thomas Clarkson Academy discourages pupils bringing mobile phones to school due to the potential issues raised above. When a child needs to bring a phone into school, a permission slip must be signed by the parent and the phone must be left in the Student Services office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Thomas Clarkson Academy accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of staff in Student Services team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored in Student Services office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a member of staff.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.



Mobile Phones and Electronic Equipment

Any student who uses a mobile phone or electronic device (including iWatches) without permission or whose mobile phone goes off in school will have it confiscated by the member of staff. The phone will be held in a secure environment until the parent collects it. The school follows 'See it, Hear it, Take it' policy.

Procedure:

1. We will operate a 'See it, Hear it, Take it' policy. This will simply mean that the phone will be confiscated if it is seen or heard in school grounds*.
2. Phones that are confiscated will only be returned to parents/carers. A text will be sent to the parent/carer to notify them. The phone will be stored in a secure place until it is collected.
3. The restriction is in place at all times while students are in the grounds of the school, this includes when students arrive and leave at the end of the day. Phones should be put away before students enter the school gates and not accessed until they have left the site.
4. Students will be able to contact home by approaching Student Services team if they require to speak with their parent/carer.
5. We will ensure that any important messages are relayed to your child through the day if you leave a message at reception.
6. Students who refuse to hand the phone over to a member of staff will be placed in Internal Exclusion (IE) for the rest of the day until 4.15pm and the phone will still be confiscated until parent/carer collects. Refusal to go into IE will result in a Fixed Term Exclusion followed by a day in Isolation (IE).

***Please note that if a member of staff does not physically see the phone then this can still be confiscated if they are sure the student has been using it i.e. text has been sent to parents**

Mobile Phone Parental Consent Form

Dear Parent/Carer

In accordance with our mobile phone policy, if your child has to bring in a mobile phone to school, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the Student Services office first thing in the morning before they go their classroom. Mobile phone will only be allowed to be used inside the Student Services office.
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child's phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Yours sincerely

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name) Year
to bring their mobile phone into school and keep it in Student Services office during school hours.

We have read the policy and understand its implications

Name.....

Signed Date.....

PLEASE RETURN PERMISSION SLIP TO STUDENT SERVICES OFFICE.

THANK YOU.

