



The Hazeley Academy

Mobile Device Usage Procedure

Start Date - Monday 3rd June 2024

Addendum – The Hazeley Academy Mobile Device Usage Procedure

The Hazeley Academy Mobile devices are defined as mobile phones and headphones.

Rationale & Start date – Monday 3rd June 2024

The use of mobile devices at The Hazeley Academy is something that has continued to be monitored over time, with the school's stance always being one of embracing them as part of the curriculum through teaching and learning.

A new acceptable use procedure has been put in place with effect, following the recent DFE guidance for school on prohibiting the use of mobile phones throughout the school day. [Mobile phones in schools - February 2024 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/mobile-phones-in-schools-february-2024.pdf)

We are introducing clear guidelines that mobile devices are **not allowed** to be used during the school day. Our expectations are simple: **'not seen, not used or not heard'** during the school day.

Phones, devices or headphones are not to be seen in school, **from the moment students enter the school premises (ie school gate or via reception) until they exit the gates at the end of the school day. This includes the outside playgrounds.**

The current policy of use during social times has become increasingly difficult to enforce, with almost all students carrying a mobile phone/device and the technology only becoming more advanced. Given Ofsted's annual report on the high levels of sexual harassment and violence occurring in schools across the country, and the potential of online bullying this is another reason to change our policy.

We understand that some students (and their parents) would like students to have their mobile phones with them whilst travelling to and from school. We understand and support this as student safety is our number one priority.

From **June 2nd 2024**, as soon as students have arrived at the academy, all mobile devices should be **switched off** and placed in their bags/ blazer pocket. Smart Watches can be used to tell the time but cannot be used to connect to other devices or as an alternative to a mobile phone. Headphones (including Air Pod style headphones) have always been considered a banned item and will also be confiscated in the same way as a mobile device.

These devices are therefore not allowed out of their bags/pockets at all during the school day, **including break and lunchtimes**. The academy does not accept responsibility for lost or damaged phones. Any mobile phone/devices seen in lessons, transition times, or social times during the day **will be confiscated**. Further consequences will be taken if the item is being used in a way detrimental to the good order of the school day including taking photographs and videos of any member of our school community.

Sixth Form students

Are allowed to use phones in the academy but are expected to act as role models and support the school's stance with mobile devices. As such they will be allowed to use a mobile device at the teacher's discretion in lessons and in the designated sixth form study areas of the hub and pavilion. They should **not be** used or visible in lessons or the Q zone without permission from the teacher, or when transitioning between lessons or free time. This also applies to headphones.

Mobile Device Policy for Year 7–Year 11 Students

Not seen, heard, or used is the key message. This gives clarity of understanding. If a student is seen with a mobile device (mobile phone or headphones) it will be confiscated by a member of staff. Mobile devices can be confiscated by all members of staff at the school, but we will work proactively to provide clear messaging and understanding through explaining the reasons **why** we are adopting a mobile/device free academy.

Hazeley Academy recognise that very occasionally a parent may need to contact their child during the day. This can be done through our main reception either via email enquiries@haz5d.com, or contacting **019085 55620** where we will endeavour to pass on your message.

Reasonable adjustments will be made for a small number of students that may require the usage of a mobile phone/app during the day, for example for a **long-term medical reason, or part of a wider SEND EHCP**. Where evidence backs this up, individual arrangements will be made through the Progress Leader (and or matron and SENCO). No student will be permitted to openly use mobile phones in classrooms, corridors, or social times.

Consequences of having a mobile phone/device earphone confiscated.

The following applies for the entire academic year.

- a) **1st time confiscation** – student collect end of day from student services.
- b) **2nd time confiscation** – Parents contacted by student services to inform of the confiscation and invited to collect **Friday of that week** between 3.15pm – 4.15pm
- c) **3rd time confiscation** - Parents contacted to inform of the confiscation and invited to collect **Friday of that week** between 3.15-4.15pm and a mandatory 2-week mobile phone ban. Conversation with member of leadership team to discuss a way forward.

Student services will add notes to Arbor of all phone confiscations throughout the day.

In the unlikely event a student refuses to hand over a mobile device, they will be placed into our **Reflection Unit** until they hand over the mobile device, with parents potentially being asked to come in and support the academy and its stance on mobile devices. This will involve dialogue with the Progress Leader/ R2L on the best way forward to ensure there is not a repeat occurrence.

In the rare occasion a student **persistently refuses** to hand over a mobile phone or device to members of staff, that student may receive a suspension, immediate or next day in line with our behaviour policy. This will involve parents collecting the student and agreeing at a re-admittance meeting on the best way forward to ensure there will not be a repeat occurrence. The likely outcome is a mobile device ban for a fixed period.

Mobile Device Policy for Sixth Form Students

In the sixth form, students have the privilege of being able to bring mobile phones into school and use them for work but only in certain places within the school, this includes:

- The classroom with the teacher's permission E.g., as part of research for their own work
- Sixth form work areas – there are several work areas that **ONLY** sixth form students use:
 - Sixth form Hub
 - Pavilion

Sixth form students MUST:

- **Set an example** to the rest of the school by not using their phones around school – this includes **NOT** using them for playing music.
- Keep their mobile phones in pockets/bags and not use around school at all.
- Mobile phones devices and headphones must **NOT** be seen at all on the corridors / main entrance/ foyer areas.
- Turn phones off/keep on silent – this is to not disturb others and to set that example to the lower school students.
- NOT wear headphones when walking around the academy.

Any breach of these rules will result in a confiscation and the above consequences applied.

Hazley Academy Staff

It is expected that all academy staff act as role models and do not use their phones during the day in the corridors or in front of students.

Appendix – Use of Mobile devices at The Hazeley Academy

1.1. The Hazeley Academy has established the policy for mobile devices procedure that provides teachers, support staff, students, parents and carers guidelines and instructions for the mobile phones on school site whilst ensuring our environment and climate is disruption free.

1.2. Students and their parents or carers must read and understand the mobile phone policy before students are given permission by their parents or carers to bring mobile devices in bags on site.

1.3. Residential trips and visits will be given specific guidance based on the duration, distance, and type of trip.

1.4 The procedure covers all students from Years 7 to 13 with specific guidance for students in Year 7 – Year 11, and then Sixth Form Students.

2. Rationale

2.1. The Hazeley Academy recognises that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also concern about children travelling alone on public transport or commuting across the city to school.

2.2. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

2.3. Whilst students who become ill during the day may wish to use their mobile phones to contact parents during break or lunch, they should use the established procedure via On-Call and Matron to seek permission to be collected from if illness requires a student to be collected from the academy. Only Matron can give permission for a sick child to be collected from school, and not students calling parents themselves.

3. Responsibility

3.1. It is the responsibility of students who bring mobile devices to the school to abide by the guidelines outlined in this document.

3.2. The decision to provide a mobile device to their children should be made by parents or carers. We expect parents to support the banning and usage of mobile devices whole heartedly during the school day.

3.3. Parents/carers should always make themselves aware if their child takes a mobile device to school. Should contact need to be made during the school day with your son/daughter please contact our school reception via phone or email who will endeavour to pass on your message.

3.4. Parents/carers must recognise the high monetary value and attractiveness of mobile devices and other technology. In allowing their children to bring items of such value into school and whilst the school will do everything to mitigate against loss, theft of damage, it is the parents/carers that must carry the risk were there to be such an unfortunate occurrence.

4. Theft, damage, and safety

4.1. Students should mark their mobile devices clearly with their names if they choose to have one stored in their bag.

4.2. To reduce the risk of theft during school hours, students who carry mobile devices are to keep them in bags where they can be well concealed and not 'advertise' they have them.

4.3. Mobile devices that are found in the school and whose owner cannot be located should be handed to Student Services.

4.4. Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text, and picture messages.

4.5. Except where negligence can be proven in a court of law, the school accepts no responsibility for replacing lost, stolen, or damaged mobile devices.

4.6. Except where negligence can be proven in a court of law, the school accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.

4.7. Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used. It is recommended that parents keep a record of the **International Mobile Station Equipment Identity** or **IMEI** number of any phones in their child's possession to enable this.

5. Inappropriate conduct

5.1. Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action.

5.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action according to our behaviour policy.

5.3. Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using messages, taking/sending photos or objectionable

images, and phone calls. Students using mobile phones to bully other students and/or any member of staff will face appropriate sanctions according to the school behaviour policy.

Monitoring

All members of staff will monitor the use of mobile devices in accordance with this procedure.