

Mobile Phone Protocol

It is an Academy expectation that mobile phones are to be kept off and in a bag.

- Mobile phones must remain switched off and kept in the bag/pocket of the student whilst the student is at Academy.
- A member of staff may give students permission to use mobile phones during lessons where their use is specifically and directly related to learning.
- If a phone is seen or heard without teacher **permission within the academy site** it will be confiscated **and returned at 3.10 from the school office.**
 - A point will also be deducted from PARS
 - **If the phone is not handed over immediately the phone will subsequently be confiscated and collected from the school office at 3.10pm and a SIN BIN completed the following lunch.**
 - **The mobile phone may be collected by a parent /guardian from the school office and taken home between the hours of 8am-4pm.**
 - **Mobiles Phones confiscated post 3.10pm can be collected the following day at 3.10pm or by parent/guardian from the school office and taken home between the hours of 8am-4pm.**

Improper use of mobile phones will result in confiscation whilst the matter is investigated and sanctions that follow the Academy policy. Which might include ;

- taking images or making recordings of other members of the Academy community without permission
- Accessing social networking sites to post unpleasant comments about members of the Academy community during the school day

In addition

- Phones are not allowed in examination rooms and may lead to disqualification from the exams if they go off and disturb other candidates.
- The Academy accepts NO responsibility for the safety/loss/theft of mobile phones on the Academy site. Parents should consider taking out separate insurance to cover their child's mobile phone.
- **The Head teacher's decision on all matters of mobile phone protocol is final.**