



# St. Mary's Catholic Academy

## Mobile Phone Protocol

### **MISSION STATEMENT**

St. Mary's is a caring faith community based on the teachings of Christ.

Our mission is to provide an outstanding whole person education through which all are challenged to grow in wisdom, understanding self-esteem and closeness to God.

*"I have come that you may have life and have it to the full"*

John 10 10

**Adopted: 8th January 2024**  
**Revision Date: January 2026**

## Mobile Phone Protocol

### Rationale:

Headteachers have a legal duty to keep young people safe during the day in school. Mobile phones can impact the safety of those in our community because:

- Mobiles using network data on 4G or 5G can bypass the Academy's web filtering systems allowing access to unsafe content on the internet.
- Students could post unpleasant or inappropriate comments and content about other members of our community on social media during the school day.

In addition:

- Modern smartphones are expensive items which can get lost or damaged in school.
- Mobiles can cause a distraction from learning and interacting socially with our peers.

*For this reason the Academy has the following mobile phone protocols and procedures:*

**It is an Academy expectation that mobile phones are kept switched off and out of sight in a bag or pocket.** *This applies from when a student walks through the Academy entrance doors in a morning to when they exit the school at the end of the day. This includes clubs and after school activities.*

- Mobile phones must remain switched off and kept out of sight in the bag/pocket of the student whilst the student is at the 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. At the end of the activity students are expected to switch off their device and return it to their bag or pocket.
- If a phone is seen or heard without teacher permission within the Academy site it will be confiscated and returned at 3pm from the school office. This will be recorded on the Academy's information system (Bromcom) and the student will be issued with a lunchtime detention for the next day.
- If the phone is not handed over immediately the on-call team will be notified and the student will be placed in the referral room. If the student hands in their mobile phone on arrival at the referral room (*professional judgment should be applied when*

*allowing take up time*) they will serve one lesson in the Referral Room and then continue with their day as normal. The phone will be taken from the Referral Room to the main office for collection at 3pm and a lunchtime detention will be issued the following day.

- If the student continues to refuse to hand over their mobile phone, they will remain in the Referral Room all day. The 'on call' member of staff will liaise with the relevant pastoral team and contact will be made home. Parents/carers will be required to bring the student into school the following day. In this meeting the mobile phone must be handed over and can be collected at 3pm from the main office. The student may then return to circulation. The student will be issued with a lunchtime detention for the following day. The student will remain in the Referral Room until the parent/carer meeting has taken place **and** the mobile phone has been handed over.
- Confiscated mobile phones may be collected by a parent /carer 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. Improper use of mobile phones includes ;
  - 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.
  - Accessing inappropriate content online.

These are examples of misuse, other incidents may be deemed as misuse at the discretion of the Headteacher.

### **In addition**

- Mobile phones and smart devices 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/carers 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.**