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| **Policy Title:** | Mobile Phone Policy |
| **Policy Author:** | Victoria Poole-Birrell |
| **Next Review Date:** | September 2021 |

This Policy was adopted on the 1st of September, 2019.

This policy outlines the rules and restrictions evolving mobile phones and other technology in usage at Colours Academy.

The referable guidelines of this policy apply to:-

* Pupils
* Parents and guardians of pupils
* Teachers, including volunteers
* Supply Staff
* Headteachers

This policy does not apply to visitors of the school.

**Pupil Standards surrounding mobile phones:**

The usage of mobile phones, which by definition can be described as any device which is portable and can be primarily used to directly communicate with others with the same device, is strictly prohibited. All mobile phones, regardless of age or brand, are on the school’s list of prohibited items. (See school’s behaviour policy)

Mobile phones may be brought in by pupils, but must remain out of sight between the usual school hours of 8:30am and 3:30pm. Any usage outside of those hours is not considered against the school’s behaviour policy. Pupils are welcome to ask a member of the school office to use the landline in case of any personal emergencies or other important calls. Pupils are not permitted to use the landline to their personal advantage in which is not necessary to be used for.

If pupils are to be seen using their mobile phones/ or have them in general sight- then staff must ask the pupils to put them away politely. Alternatively, if pupils will not put their mobile phone away then staff are in their right to confiscate their device(s). If pupils, physically withhold their mobile phone, staff do not have the right to use physical force or restraint in order to withdrawn the mobile phone from the pupil. Pupils should be reminded and further observed in putting their mobile phones away, out of sight.

Staff cannot confiscate mobile phone(s) if they are out of sight, but still in use during the above school hours. Pupils should be reminded of this policy if they use their mobile phones between the above hours.

**Other sanctionable/ verbally reprimanding situations surrounding pupil mobile phone usage:**

* When the pupil has used mobile phone(s) to cyberbully another pupil/ member of school staff
* When a pupil has been discovered to be using social media with school hours
* When a pupil is communicating with someone inside/ or outside of school during the above hours
* When the pupil has used his/her mobile phone to photograph /film /record another pupil against his/her own will

**Listening to music:**

Colours Academy believes in an holistic path of learning in which every individual child has the methodical and/or creative direction to flourish using his/her own technology to their learning advantage.

Pupils are permitted to listen to music in the following ways: (Please note that all of the below have to be accompanied by headphones and the devices themselves must be out of sight to avoid distractions to leaner and surrounding pupils)

* Using an MP3 player, or older or later version
* Using a laptop or tablet to listen to music

Pupils are not permitted to listen to music on mobile phones.

Personal stereos are not permitted and are a prohibited item (see behaviour policy)

Pupils may only listen to music during a longer set task in a lesson. This section of the policy does not apply when the teacher is directly talking to a pupil or when the teacher is demonstrating an area of learning or working from the board. Staff may decide wether of not this section of the policy personally suits some of their leaners and are permitted to override it if they feel it is a distraction to the pupil.

The primary reason to prevent pupils from using mobile phones in school is to further safeguard children and work in accordance to Keeping Children Safe in Education documentation published by the Department for Education. (Please see safeguarding policy for further details)

**Staff usage of mobile phones:**

Staff are permitted to use mobile phones between the designated school break hours of 10:00-10:15 and 12:00-12:30. It is key that staff use mobile phones to secure communication between other staff members throughout the premises in any of the following scenarios:

* Any personal emergency involving their own and/ or health of others
* Behavioural and/or safeguarding concerns of pupils and staff they are working with
* Notable circumstances and risks of working alone in which the staff may need backup/ support/ advice on a situation (This guideline includes the requirement of needing to be able to contact the emergency services)

It is only appropriate for staff to use their mobile phones for any of the above circumstances, for any other purpose it should be considered that the code of conduct has been broken during school hours.

**Preventing Social Media and external communication**

A key feature/ asset of mobile phones is to have easy access to social media. Any other device (including laptops and tablets) that is used as a platform for social media or external communication should be prohibited, but only to the centred individual.

**Usage of other devices:**

Pupils are permitted to use devices such as laptops and devices to entertain themselves (only in break times) and as an educational tool in lessons.

This policy covers all areas of the school. The school are to decide wether or not mobile phones are permitted on school trips.

This policy is to be reviewed on an annual basis.