

# Mobile Phone & Electronic Device Statement of Practice



**Lees Brook**  
Academy

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## Introduction

Lees Brook Academy recognises the benefits and opportunities which new technologies offer to teaching and learning. We provide internet access to all of our students and encourage the use of technologies in order to enhance skills, promote achievement and enable lifelong learning. We also appreciate the safety benefits for families in allowing their child to have a mobile phone when travelling to and from the academy. However, mobiles can be used inappropriately and are potentially targets for theft and bullying and the Academy sees no reason for students to bring other electronic music or games devices to school.

## Related Policies, Statements of Practice and procedures

- Safeguarding
- Behaviour, Exclusions and Rewards
- Anti-Bullying
- IT Code of Conduct

For the purpose of this document, the word “devices” will include: laptops, netbooks, mobile phones, smart phones, IPods, iPads, tablets, head/earphones, smart watches and any other electronic/mobile device that can be used for communication.

## The academies’ expectations are

Students can carry their mobile phone with them to and from the school, however, it should be turned off and put in their bag before entering the school site.

1. Under no circumstances must a device be used or on view whilst on the school site. Any student found with their phone/device out and/or switched on whilst on school premises will have this confiscated immediately by the member of staff and handed to student reception, this can be collected by the student at the end of the school day on the first occurrence. Repeat occurrences will result in the device not being returned to the student and they will only be returned to a responsible adult who will need to collect the device from the academy. All devices will be held in a safe. Students who fail to hand over a device will be subject to further sanction as per the Behaviour, Suspension and reward policy.
2. Students should not have ear/headphones in at any point during the school day, including break and lunch time.
3. Students found using a device in an inappropriate way, for example to bully another student, will face additional sanction as per the Behaviour, Suspension and reward policy.
4. Devices found being used in the school can also be subject to a search by our staff (whether any offence took place in school or outside of it) to protect students and staff. Where we find these have been used inappropriately we will inform parents and, if part of illegal practice, we will inform the police.
5. Even if not physically seen, the school also reserves the right to search for and remove devices if they suspect that they are being used or that they are making the student/other students/adults vulnerable in some way.

6. Should a student need to make contact with their parent/carer then each Year team/office staff will be happy to support with this should it be deemed necessary, though that decision rests with a member of staff.
7. The school will take no responsibility for the loss, theft or damage of a device- these are brought at the student's/parents' discretion.

## **Smart Watches**

The academy continues to let smart watches be worn to be used to tell the time only. Smart watches should not be used in lieu of access to a mobile phone. Where staff think smart watches are being used inappropriately they will be confiscated as per the conditions above.

## **Exams**

All students sitting public and internal examinations should ensure they thoroughly know the electronic device instructions of the JCQ.