



The Queen Elizabeth  
Academy  
"We Can and We Will"

## **The Queen Elizabeth Academy**

### **Mobile Phone Use**

TQEA accepts that mobile phone technology is an integral part of 21<sup>st</sup> Century living and when used appropriately is a vital and useful resource. It is deemed important that mobile phone technology is accepted by the Governors, staff, students and parents of TQEA by ensuring that it is used appropriately, respectfully and safely on and around the school vicinity.

In preparing the following policy, the Governors and staff of the school aim to ensure that uninterrupted quality and formative learning of students within the school is maintained, whilst acknowledging that the wishes of most of our parents to provide their youngsters with mobile phones to facilitate safe travel to and from school is achieved.

- Students may bring mobile phones to school so long as they are switched off and kept in bags for the duration of the school day including lunch and break times.
- Students are to keep mobile phones switched off and in bags when representing the school off site or on school visits.
- Students are not to take mobile phones into school exams including controlled tests. Phones should be handed to staff members for safe return after the test.
- Should a student break TQEA expectations and be found with a mobile phone switched on and/or out of their bag at any point in the school day the phone will be confiscated, the incident logged and a high level detention set.
- Parents will be contacted to collect the phone and the sim card from the school office.
- Students cannot collect their confiscated phone and sim card from the office unless on production of a written request by their parent.
- Any member of TQEA staff is authorised to and has the legal right to confiscate a mobile phone if seen on site.
- TQEA does not accept responsibility for loss or damage to mobile phones brought into school.
- Should a student need to make a phone call (emergencies only) they can ask the office to make the call for them.
- Should parents need to contact their child during the school day, they should call reception and a message will be sent to their child.
- Students are not to misuse their mobile phone in relation to any other student or member of staff. Should any prying, bullying or intimidation take place, the school will investigate and apply the full weight of the TQEA Behaviour, Child Protection and E-Safety policies. The school reserves the right to involve the police.
- Students are not allowed to take photographs or videos on their phones under any circumstances in school.
- TQEA recognises that mobile technology can be a useful educational and, at times, safeguarding tool and a teacher may make an exception to the rules occasionally by encouraging students to use aspects of this technology in their lessons. Where this happens, the teacher will apply the Behaviour, Child protection and E-Safety policies appropriately. Students will not expect that, because they use mobile technology infrequently in one lesson, this allows them to do so in other lessons.
- Students will follow accepted protocol when ill or distressed; they will seek the opinion of a staff member who will make arrangements for them to contact home if necessary. Students must not make direct contact home on their mobile phones.