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## MOBILE PHONE AND MOBILE DEVICE POLICY

<b>Applies to:</b>	Fortis Academy
<b>Staff member responsible:</b>	Deputy Headteacher - Behaviour and Attitudes
<b>Website</b>	On public website
<b>Approval by:</b>	The Academy Council
<b>Review frequency:</b>	Annually or sooner should the need arise
<b>Date of approval:</b>	September 2025
<b>Date of next review:</b>	September 2026



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# MOBILE PHONE & MOBILE DEVICE POLICY

## Introduction:

This policy sets out the School's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by students while they are at School.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and Smart phones by students, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

**Note: For the purposes of this policy, all references to 'mobile phones', includes Smart phones and any device that streams music to earphones.**

This policy will operate in conjunction with other policies including the E-Safety Policy and Internet Acceptable Usage Policy.

It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

## The Policy:

1. The School strongly advises that mobile phones should not be brought into school at all. Students have no legitimate need to use a mobile phone at all during the school day.
2. The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their journey to and from school.
3. Where a mobile phone is brought into school, it is entirely at the student's & parents' own risk. The School accepts no responsibility for the loss, theft or damage of any phone brought into school.
4. Mobile phones which are brought into school must be turned off (not placed on silent) and stored out of sight immediately the student arrives at the school gate. They must remain turned off and out of sight until the student has left the school site at the end of their day. This rule comes into effect when pupils have crossed the physical red line on the main school drive.
5. The school operates a 'see it hear it, lose it' policy.
6. The expectation is that the parent/guardian then contacts the school or comes to collect the mobile phone.
7. The member of staff who confiscated the phone will log a mobile phone event, which will show on the child's behaviour log on Arbor.
8. If a child refuses to hand over their mobile phone, the member of staff will log an appropriate behaviour event on Arbor and the year team staff will put an appropriate sanction in place.

If a mobile phone or headphones are seen by a member of staff, the member of staff will be required to confiscate the item immediately. The member of staff will take the phone to our admin team for safe storage. A text message will then be sent to parents/guardians to inform them of the confiscation.

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9. It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.
10. Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents will normally be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed and the Academy Council may be notified. If deemed appropriate the Police may also be informed.
11. In accordance with the School's Internet Acceptable Usage Policy and E-Safety Policy, the School reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. This may be done in conjunction with the Police.
12. As young adults, Sixth Form are permitted to use mobile phones within the study areas and common room during break and lunch time only. Under no circumstances should calls be made or received during lessons or study periods.
13. The PE changing rooms are locked once students have left go to their activity and re-opened when they return. Students are responsible for supervising their own belongings during the time in the changing facilities. Students and parents should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms, hence the School's advice in point 1 above that mobile phones should not be brought into school at all, but especially on a PE day.
14. Where parents or students need to contact each other during the school day, they should do so only through the School's telephone system (via Reception or Year Group Offices) and not via student mobile phones.