



## **Mobile Phone Policy**

**For Knutsford Academy and Cheshire Studio  
School**

**2024-2025**

Policy Lead:	Hazel Weigh
Last Review Date	September 2024
Next Review Date	September 2025

## Years 7-11

Mobile phone technology has advanced significantly in recent years and is likely to continue to do so. Mobile phones are no longer just a means of communicating but perform a variety of useful functions. However, they can also be used to intimidate or bully others. It is, therefore, essential that there is a clear Acceptable Use Policy that students, parents, and staff understand and can adhere to, so that mobile technology does not detract from teaching and allows everyone to work and learn in safety.

- Students are allowed to bring mobile devices into school to safeguard their journey to and from the building. Once students enter the building mobile devices must be turned off or to 'silent' and put away from sight.
- Students bringing in mobile phones, EarPods, smart watches, as with all other valuables, do so at their own risk. School cannot be held responsible for the loss, theft, or damage of such items.
- Students will only be allowed to use mobile phones in lessons under the specific instruction of the teacher, for educational purposes only. For example, use of Satchel, Sparx, or revision – GcsePod/Gcse Bitesize.
- EarPods or headphones are not permitted to be worn in class. Based on a student's specific individual needs, a 'Headphone Planner Pass' may be issued by the Assistant Headteacher after careful consideration.
- Mobile phones and headphones must not be used on the corridor or between lessons.
- Mobile phones must not be used to take photographs or video clips of any student or member of staff.
- Mobile phones must not be used to share images with others.
- Students from Years 7 - 10 are not allowed to use their devices during break or lunch anywhere on the school site.
- Students in Year 11 – are permitted to use their mobile phones during break and lunch if they are in the Studio building or Studio outside space only.

If a student is ill, the school will contact home, not the student. For any other emergency, a student should go to student reception where a member of staff will contact home, or the student will be allowed to use their mobile phone under supervision. If a parent needs to contact their child in an emergency this should be done via the school telephone system.

If a student is out of lessons during the school day because of their behaviour, or they are involved in the investigation of a serious incident, or they are 'Internally Suspended' in the RESET Room they will have their phone confiscated for that period.

Members of staff will not actively go looking for electronic devices but any that are seen or heard can be confiscated, stored securely in the student office and the mobile phone policy followed. Staff may give a verbal reminder warning to students using their devices or they can communicate mobile phone/technology issues through Satchel:

- B2 – Mobile Phone – Warning
- B3 – Mobile Phone – Repeated Warnings
- B4 - Confiscation

If any student chooses to breach these regulations, then the Academy reserves the right to confiscate the item in the following manner:

- On the first occasion of any breach of the regulation the individual device will be confiscated, and a verbal warning issued to the student and an email/letter (Issue 1) will be sent to parents seeking support. Students will be able to collect their phone at the end of the day from the student office.
- On the second occasion of any breach of the regulation the individual device will be confiscated, and a parental email/letter (Issue 2) will be sent seeking support. Students will be able to collect their phone at the end of the day from the student office and will be issued with a 30-minute pastoral detention.
- On the third occasion of any breach of the regulation the individual device will be confiscated, and a parental email/letter (Issue 3) will be sent seeking support. Students will be able to collect their phone from the school office at the end of the day and will be issued with a B4 - 60-minute pastoral detention.
- On the fourth occasion of any breach of the regulation the individual device will be confiscated, and a parental email/letter (Issue 4) will be sent seeking support. Parents will need to come and collect the phone from the school office. Students will be issued with a Senior Leadership Team (SLT) detention (Friday night only 3.10 – 4.30pm) for persistent non-compliance of a school rule.
- On the fifth occasion of any breach of the regulation the individual device will be confiscated, and a parental email/letter (Issue 5) will be sent. Parents will need to come and collect the phone from the school office. Students will be 'Internally Suspended' in the RESET Room for persistent non-compliance of a school rule. Parents may be requested to attend a formal meeting with the Head of Year.

In some individual cases, the school may implement a temporary intervention to support persistent issues. Student are expected to hand in their mobile device to the student office/or Head of Year when they arrive at the start of the day and collect it at the end of the day.

## **Sixth Form**

Sixth Form students are expected to always act as positive role models for younger students and, as such, they are required to comply with all aspects of this policy, with only the following exceptions:

- Students in the Sixth Form can only use their mobile phone in the Common Room, during breaks and private study, and in lessons with the permission of the teacher.