



MacIntyre Academies Discovery Academy

Pupil Mobile Phones at School Policy

Version	Changes/Updates	Responsibility:	Date:
Section/Page	Change		
V1	- Additional clarification around use of phones at break times, as requested by LAB	Head of School	Sept 2023
V2	- Updated roles	Principal	March 2025

Person Responsible: Principal
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Date of staff consultation: Sep 2023
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Date of implementation: Oct 2023
Date reviewed: Mar 2025
Date of next review: Mar 2028

1. Introduction and aims

At MacIntyre Academies Discovery Academy we recognise that mobile phones, including smart phones, are an important part of everyday life for a high number of our pupils.

Discovery Academy has put this policy in place to:

- make it clear to pupils, and their parents or carers, the expectations around how mobile phones can be used at school.
- support pupils in the reduction of attachment and anxieties surrounding mobile phone usage.
- prepare pupils for the world of further study and/or work so that they are ready for life beyond Discovery Academy
- do everything possible to keep our most vulnerable pupils safe from being exploited, identified or located

This policy sets clear instructions, for pupils, of the expectations when bringing in a mobile phones and other electronic devices to school.

Other policies are in place which cover how staff members and visitors can use mobile phones, these can be found on the school website and include:

- MAT Staff Code of Conduct
- MAT Acceptable Use of ICT Policy
- Discovery Safeguarding Policy
- Discovery E-Safety Policy

This policy is aligned with the Discovery Academy Behaviour Policy. When using a mobile phone or other device a pupil must always act in line with the school rules and behaviour policy.

2. Roles and responsibilities

2.1 All staff (including teachers, support staff, and supply staff) are responsible for:

- demonstrating adherence to the MAT Acceptable Use of ICT Policy in their own practice of using Trust devices
- understanding this policy
- supporting pupils and their families to understand the policy
- enforcing the policy

2.2 Volunteers, or anyone else otherwise engaged by the school:

- must alert a member of staff if they witness, or are aware of, a breach of this policy.

2.3 The Principal is responsible for:

- holding staff and pupils accountable for its implementation.
- monitoring the policy and reviewing it

Parents and/or carers are also politely asked to support the academy with the implementation of this policy.

3 Pupil mobile phone procedures

- 3.1 When pupils arrive at school they must give their mobile phone or device to a member of their staff team or another agreed member of staff before entering their classroom. The phone must be clearly labelled and be protected by use of a pin number or similar.
- 3.2 Mobile phones will be securely stored and not accessible to pupils during the school day.
- 3.3 Mobile phones will be returned to pupils by a member of staff when they are called at the end of the day.
- 3.4 In exceptional circumstances a pupil may be given permission by the Principal to check their mobile phone during a break time. e.g. a parent is in hospital and the child is anxious about it. Although we do invite all families to keep the school up to date with developments through our main number and are always happy to pass messages on to pupils

4 Sanctions

If a pupil is in direct breach of the procedures in section 3 the Discovery Academy Behaviour Policy will apply. The following points related to the use of mobile phones are useful to note in this policy:

- Schools are permitted to confiscate phones from pupils under the [Searching, Screening and Confiscation guidance July 2022](#)
- If a device is confiscated, parents/carers may be asked to collect it.
- Certain types of conduct on mobile phones, including bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:
 - Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
 - Upskirting
 - Threats of violence or assault
 - Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation
- Where a pupil refuses to hand in a device, in some circumstances and when deemed necessary, they may be asked to wait in a safe area in the school until the device is handed in. Learning will be offered to them, however, this will not be the specialised delivery they would receive in the classroom.
- Parents/Carers may be contacted to support the school's policy by keeping the devices at home following refusal.
- If the above are breached, to an extent where a student poses a possible risk, to themselves or others then this could potentially lead to further actions being implemented in accordance with the Academy Behaviour Policy.

5 Loss, theft or damage

The school cannot accept responsibility for mobile phones that are lost, damaged or stolen on school premises, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones (due to misuse of failure to comply with the school policy) will be securely stored with the Senior Leadership Team.

Any phone which appears to have been lost must be returned to the school reception or a member of SLT. The school will then attempt to contact the owner.

6 Monitoring and review

The Principal will review the policy every 3 years, taking into account:

- Pupil, Parent/Carer and Staff Voice
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

At every review the policy will be approved by the Local Advisory Board.

Appendix 1

Frequently asked questions:

Can I take my phone to school?

You can use your phone on your taxi journey to and from school, but not during the school day. You must stay safe on your phone and follow any instruction given by your taxi escort or the driver.

When you arrive at school, mobile phones are handed directly to a member of your class team or another specified member of staff.

This happens before you go in the classroom.

Where will my mobile phone be kept during the day?

We know how valuable mobile phones are to pupils. Phones will be locked away during the day in a staff area. Make sure your mobile phone is clearly labelled.

When can I have my mobile phone back?

At the end of the school day, when you are called to leave the classroom your Mobile phone will be returned to students at the end of their school day, once they are called to leave.

Can I check my phone at break and lunch time?

No this is not allowed during the school day, because if your family need to reach you, they can do so through the school office. In very exceptional circumstances the Head of School may give permission for you to check your mobile at a breaktime with a member of staff.

What if I refuse to give my phone to staff when I arrive?

We understand that it can be really difficult to not have your mobile phone. At school, there are a lot of reasons why it is important not to have your mobile phone during the school day. Like not getting distracted from learning and keeping everyone safe. You can talk to your class team about that. Look at the Behaviour Policy where you can see what will happen if you are not managing to follow school rules.