Madeley Academy



Mobile Phone Policy

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Introduction and Purpose

This policy should be read alongside the Academy Behaviour Policy, Safeguarding and Child Protection Policy, Online Safety Policy, and Searching and Confiscation procedures.

Madeley Academy is committed to providing a focused, calm and safe social learning environment for all students. To help reduce distractions and protect student mental health, the Academy building is a mobile phone-free zone.

In line with recent DfE Guidance, our policy is to ensure that the Academy day is free from any disruption by mobile technology, this will allow students to focus on their education and encourage face-to-face socialisation.

Mobile phones should be "Never Used, Never Seen, Never Heard"

The Academy operates a "Never Used, Never Seen, Never Heard" policy for all students. Mobile phones and smart devices should be switched off and kept, either in a blazer pocket or Academy bag (If the bag is never left unattended).

This policy applies from the moment a student enters the Academy building until they leave the building at the end of the day. It includes lesson times, transition on corridors, break, and lunchtimes. At the end of the day once out of the Academy building students may access their devices if needed, checking travel arrangements, home etc. However, if this time is misused parents will be informed.

Sanctions and Confiscation

Failure to adhere to the "Never Used, Never Seen, Never Heard" rule will result in the following sanctions:

- Confiscation: Any device seen or heard will be confiscated by staff and placed in a secure location in a locked Academy cabinet.
- Duration: The device may be collected by the student at the end of the day
- Academy staff have the legal power to confiscate items, including mobile phones, under statutory guidance 'Searching, Screening and Confiscation' and behaviour legislation. Confiscated items will be returned in accordance with Academy procedures.

Safeguarding and Data

- Photography/Filming: Taking photos or videos on Academy premises is strictly prohibited.
- Where there is good reason to suspect that a device contains evidence of a criminal offence, child protection concern, or poses a risk of serious harm, authorised staff may examine data on the device in accordance with DfE Searching, Screening and Confiscation guidance. Where appropriate, devices may be passed to the Police

Exceptions and Medical Needs

Requests for exceptions will be considered on an individual basis, considering medical needs, disability, SEND, safeguarding considerations and Equality Act 2010 requirements

Emergency Contact

- Students to Parents: If a student needs to contact home, they should go to the Attendance Office.
- Parents to Students: Parents should not call or text their child's phone during the day. All emergency messages should be relayed through the Main reception on Tel: 01952 527700

Responsibility for Loss/Damage

The Academy accepts no responsibility for the loss, theft, or damage of any personal mobile device brought onto the premises. Students bring devices to the Academy entirely at their own risk.

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Madeley Academy Sixth Form Mobile Phone Policy

Sixth Form students may bring mobile phones to the Academy, but their use is restricted to designated Sixth Form only areas. These expectations protect learning, support positive social interaction and ensure that Sixth Form students set a good example for younger pupils.

Where mobile phones may be used

Students may use their mobile phones in designated **Sixth Form only areas**, such as the Sixth Form canteen, V3 and V13.

In these areas, students must:

- Use phones responsibly and respectfully
- Keep sound muted and avoid disturbing others
- Ensure phone use does not delay attendance at lessons, registration or other scheduled activities
- Follow staff instructions to put phones away if requested

Permission to use phones in Sixth Form only areas **does not extend to learning areas**, even where those learning areas are used exclusively by Sixth Form students.

Where mobile phones must not be used

Mobile phones must not be used:

- Anywhere in the main school building, including corridors, stairways, reception and shared facilities
- During lessons, registration, assemblies or other organised learning activities

In these locations, phones must be **switched off or on silent, with vibration disabled, and stored out of sight**. Students must not check notifications, send messages, make calls or use headphones connected to their phones.

Students moving between Sixth Form areas and the main school building must put their phones away before entering a restricted area.

Learning and Independent Study

Independent study time is an important part of Sixth Form education. Students are expected to use learning areas productively and remain focused on their work.

A phone may be used for a specific educational activity or where a member of staff gives explicit permission. This permission applies solely to that activity and ends when the member of staff directs students to put their phones away.

Students should use Academy-approved learning resources and devices for routine study.

Responsible use

Where phone use is permitted, students must not:

- Photograph, film or record students or staff without permission
- Share images, recordings or personal information without appropriate consent
- Access, create or share offensive, harmful or inappropriate material
- Use phones to bully, harass, intimidate or disrupt others

Any concerns about inappropriate phone use will be addressed through the Academy's relevant behaviour and safeguarding procedures.

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Responding to breaches

Staff will apply this policy consistently and calmly.

Where a student uses a phone in a prohibited area, they will be instructed to stop using it and put it away immediately. The breach will be logged and an appropriate sanction applied in line with the Academy's behaviour policy.

Repeated breaches, refusal to follow instructions or serious misuse may result in:

- A meeting with the Head of Sixth Form
- Contact with parents or carers
- Further sanctions or an individual phone management arrangement
- Confiscation, where provided for by the Academy's behaviour policy and procedures

Student responsibility

Students are responsible for the security of any phone they bring into the Academy and should keep it safely stored when it is not in use.

All Sixth Form students are expected to understand and follow this policy, respond respectfully to staff instructions and demonstrate responsible behaviour.

Summary statement

Phones may be used in designated Sixth Form only areas; they must be put away in all learning areas and throughout the main school building.

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