



TUXFORD
— ACADEMY —

Mobile phones in school protocol

September 2024

Updated June 2025

Rationale

The term 'phone' in this protocol denotes mobiles phones, iPods, iPads, ear pods, smart watches and any similar portable electronic device.

The academy recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety. However, balanced with this is the need to safeguard children and staff from cyber bullying, inappropriate use of the internet and telecommunications, and the misuse of social media.

Use of personal mobile phones for students

The academy recognises that parents/carers in a rural community feel the need for their children to have access to a mobile phone for communication during travel to and from the academy. Tuxford Academy has adopted the following mobile phone best use protocol. This mobile phone policy also applies to all school day and residential trips to ensure consistency and safeguarding at all times.

- Students are allowed to bring mobile phones to and from school to ensure their personal safety, students will be responsible for safekeeping and the academy takes no responsibility for any loss or damage to any electronic equipment.
- Mobile phones which are brought into school must be turned off (not placed on silent) and stored out of sight as soon as 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.
- Any student found in possession of their phone during the school day will have the phone confiscated.
- First confiscation - students will be issued with a sanction slip and allowed to collect their phone at the end of the day from student reception.
- Second confiscation - students will be issued with an afterschool detention and allowed to collect their phone at the end of the day from student reception.
- Third confiscation - students will be issued with an afterschool detention and parents/carers will be required to collect the mobile phone following the third confiscation and any confiscation thereafter.
- Any refusal to hand a phone over to members of staff will result in a student being sanctioned in line with the behaviour policy.
- Any requirement for a parent/carer to contact a student or a student to contact their parent/carer can be done via student reception.
- It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time.
- If a phone is used to video students or staff without their knowledge or take part in cyber, bullying students will be requested to submit their phone to student reception daily. We expect parents and carers to support this.
- As young adults, Post 16 students are permitted to use mobile phones within Post 16 areas for educational purposes. Under no circumstances should phones be used outside of these areas.

Responsibility for loss and disclaimer

As previously stated, it is understood why parents and carers may want their child to bring a mobile phone into school in a rural community. The academy retains no liability for any phone that is brought into the academy which is either lost, stolen or damaged or used in a manner which is against the owner's consent.