



Warwick Academy

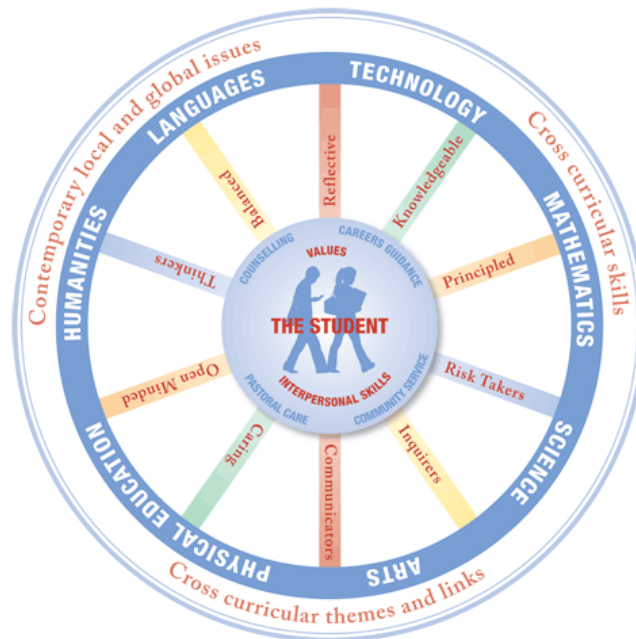
'so much more than a place to learn'

Mobile Device Policy

MISSION STATEMENT

Building on centuries of excellence, we provide an international educational environment designed for our diverse student body. Our innovative curriculum is delivered with a commitment to personalised pastoral care and enhanced by a dynamic co-curricular programme. We strive to create a culture of collaboration so that our students can become lifelong learners, global thinkers and successful leaders.

CURRICULUM MODEL



NOTES

Dated: July 2023

To be reviewed: September 2025

Staff involved: SMT/PMT

Mobile Device Acceptable User Policy

Introduction

This policy sets out Warwick Academy's framework for determining acceptable and unacceptable use of mobile technology (this includes and is not limited to - smartphones, laptops, headphones, watches, kindles, tablets, etc.) by students whilst they are at school.

This policy will operate in conjunction with our Anti-Bullying Policy, Positive Behaviour Policy and Internet User Policy.

Policy Aims

We aim to ensure that:

- Students and staff are safe
- Teaching and learning is not interrupted
- Students can be contacted in school during the day without the use of mobile devices

Mobile device regulations apply on the school campus from 8am until 3:45pm and are as follows:

- Mobile technology which is brought into school by students must be turned off (not placed on silent) before they enter school property and stored in their lockers, bag (only bags for Primary Students) or pockets during the school day (not in packets for Primary Students).
- In the Primary School bringing in mobile phones is actively discouraged. The only time a phone may be needed (and then not necessarily a smart phone) is when a child is involved in afterschool activities off site, or if he/she is catching the bus home – at all other times there are locations and adults that can support any communication with home/parents that is needed. If a phone is seen in use during the school day it will be confiscated until end of school day and parents will be contacted
- Mobile technology in school is the students' responsibility. The school accepts no responsibility for the loss, theft or damage of any mobile technology brought into school.
- Sixth Form students have the privilege of using mobile technology within Barber Hall as per the Sixth Form handbook. Under no circumstances should mobile technology be used anywhere else on the school site.
- When parents need to contact students during the school day, they should do so using the school's telephone system. We have a well-established and efficient system for getting messages to students, and appropriate pastoral support if it is needed.
- When Secondary students need to contact parents during the school day, they should use the phone in the main office or their mobile phone under the supervision of the office staff.
- It is forbidden to record photographic images (still or video) or sound recordings at any time, unless specifically directed to by a member of staff (e.g. oral examination support etc.).
- The school reserves the right to examine mobile devices if a member of staff suspects that these regulations have been broken. This will be done in the presence of the student and a second member of staff.
- Mobile technology shall not be used to play games for communication, or access leisure application activities of any kind, at any time (unless specifically teacher guided). This is regarded as misuse.

- The school network is protected/filtered. If parents/carers allow their children to bring mobile devices to school, we advise that they should be ones that access the Internet through the school network and not independently through their own service providers included but not limited to the use of VPN (Virtual Private Network) software, which would not guarantee a filtered and monitored service. The school advises parents to regularly check mobile devices.

Internet Use

- The school's **Internet Acceptable User Policy** applies to the use of laptops in school.
- Students must use their laptop in a responsible and respectful manner and are responsible for any internet activity conducted on their laptops while using the school network.
- Students may not access inappropriate websites or engage in any inappropriate online behaviour.
- ***The school reserves the right to monitor internet use on laptops attached to the school network during school hours.***

Secondary School – Brick2Click Laptops

- Laptops should be labelled with the student's name, carried in a protective case, and kept in their school bag when not in use.
- Students should have suitable headphones for use with their laptop.
- The school is not responsible for the loss, theft, or damage to laptops.
- Laptops can only be used with a teacher present e.g. during a lesson or a supervised activity.
- Students should only use the chat function of Teams and email for educational purposes.
- If they are used in a lesson, they are required to have the schools **Network Enhanced Software** package installed before use in class is allowed. This software allows students access to print from their mobile device, to have enhanced network performance and to be monitored by teachers only during the lesson they are in.

Secondary School - Consequences for the misuse of mobile technology

There are three different demerit entries for the misuse of technology. If a mobile phone, headphones or other mobile devices are seen and/or heard by a member of staff the following procedures will be followed:

- **1 demerit entered** – this would be for a student who for instance had their headphones in whilst on school property having not been directed to do so by a teacher or if a student's phone started making noises in their bag. The student would be expected to turn off their phone/headphones/device and hand them to the member of staff. The staff member will take it to the Deputy Head: Pastoral who will keep it for the rest of the school day. The student can collect it at 3.30pm.
- **2 demerits entered** – these would be entered for students who have previously received one demerit for the misuse of technology and have repeated the same offence. The same process as above will be adhered to.
- **6 demerits entered** – this would be issued if a student was caught actively using their mobile phone outside of these regulations. Students will be expected to turn off their device and hand it to the member of staff. The member of staff will take it to the Deputy Head: Pastoral who will place it in the school safe for one week. The device will be returned to the student at the end of the confiscation period. The student will be expected to attend a Saturday Detention to work

the demerits off. Parents are asked not to put the staff in an embarrassing situation by asking for phones to be returned when students have been in breach of school policy.