

Manchester Communication Academy

Acceptable Mobile Phone
Usage Policy 2022



with you, for you, about you.

Revision Information

This document has been approved for operation within	Manchester Communication Academy
Date of last review	July 2022
Date of next review	July 2025
Review Period	Every three years
Date of LGB Approval	27 TH June 2022
Status	Approved
Person Responsible for Policy	Vice Principal (Pastoral & Behaviour)
Owner	Local Governing Body (MCA)
Signature of Approval	Signed copy on file

Equality, Diversity and Inclusion

MCA is committed to complying with the Equality Act 2010 and is committed to the principles of equality and strives to ensure that everyone who wishes to be involved in MCA whether as learners (and their parents/guardians), staff, trustees, governors or as a general member of the public:

- has a genuine and equal opportunity to do so without regard to their age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex and sexual orientation; and
- can be assured of an environment in which their rights, dignity and individual worth are respected without the threat of intimidation, victimisation, harassment, bullying or abuse.

Under the Public Sector Equality Duty (PSED), MCA is required to have due regard to:

- the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.
- the advancement of equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics.
- review all of its policies and procedures, through consultation with its academies and institutes, to ensure compliance with education and employment legislation including the Equality Act 2010.

Greater Manchester Academies Trust has an Equality and Diversity Policy which is monitored and review annually as a minimum, it has been adopted by Manchester Communication Academy.

1. Purpose

- Students, their parents or carers must read the policy and understand the acceptable use policy as a condition upon which permission is given to bring mobile phones to school.
- The acceptable use policy for mobile phones also applies to students during school excursions, educational visits and extra-curricular activities on the school site and on external visits.

2. Responsibility

- The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities.
- Parents/Carers should be aware that if their child takes a mobile phone to school, the school cannot accept responsibility for any loss, damage or costs incurred due to its use.
- Parents/Carers are reminded that in case of emergency, the pastoral team remains the first point of contact and can ensure your child is contacted quickly and assisted in the relevant way. We ask that parents/carers do not communicate with, or send messages to students during school hours.

3. Acceptable Uses

- The school recognises the importance of emerging technologies present in modern mobile phones. Teachers may wish to utilise these functions to aid teaching and learning and students will have the opportunity to use these at the direct instruction of the class teacher. Students not having a mobile phone will not hinder their progress at MCA. The use of mobile phones in one lesson for specific purposes does not mean blanket usage is then acceptable.
- Mobile phones should be switched off and kept out of sight once the student enters the perimeter gates at the start of the day.
- Mobile phones and associated equipment e.g. Headphones, chargers etc. should not be seen whilst moving between lessons, at break time, during lessons or progress time.
- Please see the table below for directed times that mobile phones can/can not be acceptably used.

Years	Pre School 7am- 8.30am	On entry to the main school building	Form Time	Break Time	Lessons	Movement between lessons	Lunch Time	ESAs
7-11	Can be used in social areas	X	X	Outside areas only not in the canteen	Only to support learning under the direction of the teacher	X	Outside areas only not in the canteen	X

Key for above; X = not acceptable to be seen at any time with phone.

4. Unacceptable Uses

- Students should not use mobile phones to check their 'timetable' or 'the time', this should be done with their printed timetable or on a watch.
- Using mobiles to bully and threaten is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour and can be escalated to the police where appropriate.
- Unless express permission is granted, mobile phones should not be used to make calls, send messages, internet usage, take photos or any other associated application.
- Listening to music through headphones will not be allowed in any lesson or during transition around the building.
- Mobile phones are banned from all examinations.
- Mobile phones are locked away from students that are internally isolated for the day.

5. Sanctions

- Students who infringe the rules will have their phone confiscated and sent to the pastoral office immediately. Phones will be kept in named envelopes in the pastoral office safe until 4pm.
- On the first infringement, the mobile phone will be confiscated. The student will be able to collect their mobile phone at 4pm. Behaviour points will be issued.
- Persistent Offenders: parents will be contacted and asked to collect the phone at their earliest convenience. They will then be asked to surrender this device each morning.
- Members of staff have been asked to implement this policy consistently and therefore sanctions will be issued where conflict is encountered.

6. Social Media

- Social media apps such as Instagram, Snapchat and TikTok should not be used at any time during the school day. Students using these apps or similar will have their phones confiscated.
- These apps cause considerable upset, anxiety and distraction for students as well as detracting staff from focussing on the educational recovery of students following the pandemic.
- Parents should consider removing apps or blocking contacts that cause concern and be mindful that most social media apps have age restrictions of 13+.