

The Milton Keynes Academy

Mobile Phones & Devices

Summary Policy and Procedures

Mobile phones are not to be used during the school day.

All students are given a personal 'Hush' pouch.

Students must:

- Bring their pouch to school with them every day
- Keep their pouch in good condition
- Keep their pouch with them at all times during the school day.

Smartwatches, earbuds and other smart devices must also be placed inside the pouch. The same sanctions and rules apply to these devices.

Daily Process

Start of the Day

On arrival at the school gate, students must:

- 1) Turn their phone off
(please note phone batteries may drain quicker if not turned off before putting away)
- 2) Open their pouch using an unlocking station
- 3) Place their phone (and any smartwatch or earbuds) inside the pouch
- 4) Lock the pouch in front of school staff
- 5) Store the pouch safely in their school bag for the rest of the day.

End of the Day

At the end of the school day, students must:

- 1) Open their pouch using an unlocking station
- 2) Remove their device
- 3) Close their pouch (this is important, as there is a pin in the locking closure)
- 4) Keep their pouch in their school bag ready for the next day.

Late Arrivals and Early Leavers

Students arriving late will follow the same process as above. They will be greeted on arrival by a member of staff.

Students leaving early must unlock their pouch via reception after they have signed out. If returning to school later that day, they must follow the same process on their return.

During the School Day

Phones and smart devices must remain inside the locked pouch at all times. Students must not attempt to open the pouch during the school day.

Forgotten Pouches

If a student forgets their pouch:

- Their phone must be handed in to staff at the start of the day
- It will be stored securely in the school administration office
- It can be collected by the student from student reception at the end of the day.

Lost Pouches

If a student loses their pouch:

- Their phone must be handed in to staff at the start of each day that they do not have a pouch
- It will be stored securely in the school administration office
- It can be collected by the student from student reception at the end of the day.

There will be a £15 cost for a replacement pouch which will be payable by parents and carers via Arbor Pay.

If a student consistently forgets their pouch, the Academy will consider it to be lost and the £15 replacement cost will apply.

Pouch Damage and Misuse

The pouches are Academy property and are considered on loan to students.

Spot checks on the pouches will take place throughout the school year.

Intentional Damage

The pouches are school property and any deliberate damage is classed as vandalism.

If a student makes a conscious decision to damage or tamper with their pouch:

- They will be sanctioned in line with the Behaviour Policy
- Their parent or carer will be required to pay for a replacement pouch.

If the pouch is unable to be used due to the damage:

- Their phone must be handed in to staff each day that they do not have a pouch
- Their parent or carer will be required to pay for a replacement pouch
- It can be collected by the student from student reception at the end of the day.

Examples of damage include:

- Rips or tears
- Cuts
- Bent or broken closure pin
- Signs of force to the locking closure
- Graffiti

- Pouch opening without using an unlocking station.

Accidental Damage

If damage happens accidentally:

- The student must notify staff immediately and explain what happened
- If the pouch cannot be used, the phone must be handed in each day until it's replaced. It will be kept securely in the school administration office for you to collect at the end of the day.

If any damage is not reported and is later noticed by staff, it will be considered intentional unless the student has previously reported it.

Unauthorised Devices

If a student is found to be in possession of a phone or other smart device outside of a locked pouch:

- The device will be confiscated
- A sanction will be issued in line with the Behaviour Policy
- The device will be available for collection by the parent or carer only.

Possessing or using a magnet or tool designed to unlock the pouches is a serious breach of the Behaviour Policy and will result in suspension.

Unauthorised devices will not be returned directly to the student, with no exceptions.

Refusal to hand over a device will be treated as defiance and will be escalated further, in line with the Behaviour policy.

Medical Exceptions

Students with an approved medical need will be issued with a non-locking pouch to maintain access to their phone for monitoring purposes and their phones must only be used with prior staff approval for this purpose. All other aspects of the mobile phone and behaviours policies apply.