

YAS AMERICAN ACADEMY

MOBILE PHONE POLICY

ACADEMIC YEAR 2026-27

NOT SEEN. NOT HEARD. NOT USED.

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1. Policy Overview and Rationale

Yas American Academy (YAA) is committed to providing a calm, safe and focused learning environment. Students may bring a mobile phone to school where families consider this necessary for travel or emergency purposes, but mobile phones must not be used during the school day unless a specific exception has been authorized.

YAA's simple expectation is: 'Not seen, not heard, not used.' Phones must remain switched off and stored securely in accordance with school procedures. The policy applies during lessons, Homeroom, transitions, recess, lunch and other times when students are under school supervision.

2. Bring Your Own Device (BYOD)

YAA's BYOD provision supports approved laptops/tablets for learning. A mobile phone is not an approved BYOD learning device unless a member of staff has expressly authorized its use for a specific purpose or an agreed reasonable adjustment applies.

3. Mobile Phone-Free Environment

- Mobile phones must be switched off and kept out of sight during the school day.
- Students must not use a phone for calls, messaging, social media, gaming, photography, filming, audio recording or other purposes without permission.
- Headphones/earbuds connected to a phone must not be used unless specifically authorized.
- Smart watches or other connected personal devices may be subject to the same expectations where they are being used as a communication or recording device.
- Parents should not contact students directly on their mobile phones during the school day; urgent messages should be directed through the school.

4. ADEK Behavior Classification

YAA applies its school procedure alongside the current ADEK School Student Behavior Policy. The seriousness of an incident is determined by what the student has done with the device, not simply by how many previous phone incidents have occurred.

Behavior	ADEK classification / YAA response
Taking out and/or using a mobile phone at school without permission (except in an emergency)	ADEK Level 2 offence. YAA confiscation and parent-contact procedure applies.
Capturing, possessing, viewing or distributing audio, images or video of staff or students taken without consent	ADEK Level 3 offence with suspension. This is escalated immediately under the YAA Behavior Policy and is not treated as an ordinary 1st/2nd/3rd phone-use incident.
Capturing, possessing, viewing or distributing unlawful media/content	May constitute an ADEK Level 4 offence and will be escalated immediately in line with the Behavior, Safeguarding and Student Protection policies.

5. YAA Mobile

Phone Procedure

The following progressive procedure applies when a phone is seen, heard or used in breach of the school's mobile-phone expectation. It is separate from serious misuse such as non-consensual recording, bullying, harassment, unlawful content or other higher-level misconduct.

Occurrence	What happens	Return of phone / parent action
1st time	Phone is confiscated and kept by the teacher or handed to the Head of Grade. A parent email is sent.	Student may collect the phone at the end of the school day.
2nd time	Phone is confiscated and handed to the relevant Phase Lead	A parent must collect the phone at the end of the school day.
3rd time	Phone is confiscated and handed to the Assistant Principal - Pastoral	Phone is retained until the end of the week. A parent must attend a meeting with the Assistant Principal before it is returned.

Important: The school may escalate more quickly where the nature of the incident is serious. The progressive 'three times' procedure does not reduce or replace the ADEK misconduct level applicable to the behavior.

6. Recording, Photographing and Sharing Media

Unauthorized recording is a Level 3 matter including suspension. In line with the ADEK School Student Behavior Policy, capturing, possessing, viewing or distributing media - including audio, photographs or video - of staff or students where it was taken without consent is classified as a Level 3 offence.

- A student must not photograph, film or audio-record another student, member of staff or visitor without appropriate consent and school permission.
- Students must not keep, view, forward, upload, post or otherwise distribute non-consensual recordings or images.
- Where media is connected to bullying, harassment, safeguarding concerns, unlawful content or another serious incident, the school will also follow the relevant Behavior and Safeguarding/Student Protection procedures.
- A Level 3 incident is managed through the school's Behavior Policy and may involve formal parent contact, a warning, suspension or other proportionate action permitted by ADEK, depending on the circumstances.

7. Confiscation and Safekeeping

Where confiscation is used, it will be carried out as part of YAA's approved behavior-management arrangements and in accordance with the ADEK Student Behavior Policy. Phones will be labelled/identified and stored securely by the designated member of staff until the stated return point.

- Students are expected to hand over a phone when instructed by a member of staff.
- Staff should avoid accessing the contents of a student's device unless this is authorized and necessary under school safeguarding/behavior procedures.
- YAA will take reasonable care of confiscated items; students bring personal devices to school at their own risk.
- Any longer-term or exceptional confiscation will be handled in accordance with the school's Behavior Management Committee arrangements and ADEK requirements.

8. Refusal to Hand Over a Phone

Refusal to follow a reasonable instruction to hand over a phone is a separate behavior concern. The member of staff should seek support through the school's On-Call/pastoral system. The incident will be recorded and parents informed. Continued refusal or associated misconduct may lead to further action under the YAA Behavior Policy.

9. Roles and Responsibilities

9.1 Staff

- Apply the policy consistently and calmly.
- Confiscate and transfer phones in line with the procedure above and ensure the device is stored safely.
- Record/report incidents through the school's designated behavior system.
- Escalate immediately where recording, sharing, bullying, safeguarding concerns or unlawful content are involved.
- Model appropriate professional use of personal devices around students.

9.2 Students

- Keep phones switched off, out of sight and unused during the school day.
- Hand over a phone when instructed by a member of staff.
- Never record, photograph or distribute media of another person without appropriate consent and permission.
- Use approved BYOD devices responsibly and in accordance with the Acceptable Use/BYOD rules.

9.3 Parents and Guardians

- Support the school's 'not seen, not heard, not used' expectation.
- Do not call or message students directly during the school day; contact the school if an urgent message needs to be passed on.
- Collect a phone when required under the 2nd/3rd-time procedure and attend a meeting where required.
- Discuss responsible digital behavior, privacy and consent with their child.

10. Exceptions and Reasonable Adjustments

- Medical need: a student who needs access to a phone/device for a documented medical reason may receive an agreed adjustment through the school clinic/appropriate school lead.
- Additional learning need: where a device is required as part of an agreed support plan, the adjustment must be documented and communicated to relevant staff.
- Safeguarding or exceptional circumstances: a temporary exception may be authorized by an appropriate member of school leadership.
- Emergency use: ADEK recognizes emergency use as an exception to the prohibition on taking out/using a mobile phone; students should seek staff support wherever possible.

11. Communication with Students During the School Day

Parents who need to contact their child during the school day should contact the school reception or relevant school office. Students who need to contact home should speak to a member of staff so that the school can support the communication appropriately.

12. Monitoring and Review

- Mobile-phone incidents, repeat breaches and serious digital-media incidents will be monitored by the pastoral team.
- Patterns will be reviewed to support consistent implementation and identify students who may need additional guidance or intervention.
- The policy will be reviewed annually and sooner if ADEK requirements change.

13. Related Policies and References

- ADEK School Student Behavior Policy, Version 1.3, November 2025.
- YAA Behavior Management Policy
- YAA Child Protection and Safeguarding Policy
- YAA Digital Safety Policy
- YAA Anti-Bullying Policy.

14. ADEK Compliance Cross-Check

ADEK requirement / classification	Where addressed	Status
Misuse of digital devices may be Level 1	Sections 3-4	Included
Taking out/using mobile phone without permission is Level 2	Sections 4-5	Included
Non-consensual capture/possession/viewing/distribution of media is Level 3	Sections 4 and 6	Explicitly included
Unlawful media/content may be Level 4	Sections 4 and 6	Included
Behavior response should be proportionate, age-appropriate and consider circumstances	Sections 4-8	Included
Temporary/permanent confiscation is an available disciplinary action subject to Behavior Management Committee requirements	Section 7	Included
Serious incidents are escalated through Behavior/Safeguarding procedures rather than ordinary phone-use sequence	Sections 5-6	Included

Approval

Approval	Name / Date
Approved by: Principal	30 September 2026 
Date	August 2026
Next review	August 2027 (or earlier if required)