



## King's Academy College Park

### Mobile Phone Policy

#### **Introduction and aims**

At King's Academy College Park, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

#### **Roles and responsibilities**

##### **Staff**

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Inclusion Manager is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

#### **Use of mobile phones by staff**

##### **Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

*Staff are allowed to bring their personal phones to school for their own use but will limit such use to non-contact time when pupils are not present.*

(King's Academy College Park: Child Protection and Safeguarding Policy)

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:



- For emergency contact by their child, or their child's school
- In the case of acutely ill dependants or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

### **Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

More detailed information regarding data protection can be found on the [King's Group Academies Data Protection Policy](#).

### **Safeguarding**

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

*Staff should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult should not respond and must report the matter to their manager. The child should be firmly and politely informed that this is not acceptable.*

(King's Group Academies: Staff Code of Conduct and Behaviour Policy)

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

*Staff should ensure their privacy settings on social media are high.*

(King's Group Academies: Staff Code of Conduct and Behaviour Policy)

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

*Staff will not take pictures or recordings of pupils on their personal phones or cameras.*

[King's Academy College Park: Child Protection and Safeguarding Policy](#)

### **Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:



- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

### **3.5 Work phones**

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

#### **Sanctions**

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

#### **Use of mobile phones by pupils**

Pupils are permitted to bring a mobile phone to school if they are in Years 5 or 6 in line with the circumstances below:

- They are travelling to or from school by themselves
- They are a young carer who needs to be contactable
- They have written permission from their parent or carer agreeing to the school's code of conduct.

Phones are not permitted to be used by pupils when on the school site. When pupils enter the school site, i.e. the school playground, their mobile phone must be turned off and handed over to a member of staff for secure storage.

Pupils must adhere to the school's code of conduct for mobile phone use (see appendix 1).

#### **Sanctions**

If a pupil is found to be in breach of this policy, further steps will be taken to ensure the safety of our school community. This may involve using the school's behaviour policy for minor breaches, discussions with parents or in more severe cases, confiscation of phones (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)). If a phone is confiscated from a pupil, the phone will be stored securely by a member of SLT and the pupil's parents will be contacted to discuss the appropriate collection of the mobile phone.



Authorised staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows school staff to search a pupil's phone if they have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

### **Use of mobile phones by parents, volunteers and visitors**

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils
- Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school. They are expected to sign an agreement regarding the acceptable use of the internet in school, use of the school's ICT systems and use of their mobile and smart technology.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

### **Loss, theft or damage**

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use.



Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Pupils and parents will be made aware of this through:

- Clear signage around the school
- Disclaimers in permission forms for bringing a phone to school
- Providing a copy of the school's policy and disclaimer to new pupils and parents

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

### **Monitoring and review**

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

*February 2022*

*Review: February 2023*



## Appendix 1: : Code of Conduct for pupils

### Code of Conduct

You must obey the following rules if you bring your mobile phone to school:

1. Your phone must be handed to a member of staff upon entering the school site.
2. Phones must be switched off (not just put on 'silent').
3. Your phone must not be used whilst on the school site.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  8. Email
  9. Text/messaging app
  10. Social media
11. Don't use your phone to send or receive anything that may be criminal.
12. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
13. Don't use rude, unkind or harmful language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
14. Don't use your phone to view or share harmful content.
15. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.



## Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow \_\_\_\_\_ to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Other:

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct.

The school reserves the right to revoke permission if pupils don't abide by the policy.

Parent signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_



FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

### Appendix 3: Template mobile phone information slip for visitors

#### Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school office.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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