



Hollingworth
Learning Trust

A Hollingworth Learning Trust Academy

NEWHOUSE ACADEMY MOBILE PHONE ACCEPTABLE USE POLICY

Created:	March 2018
Reviewed:	August 2023 - Ratified at the standards committee on 13 th December 2023
Version:	5
Next Review:	August 2026 (Non statutory policies to be reviewed every three years unless any known changes are required)
Review Body:	Standards Committee

VERSION INFORMATION

Version	Reason for Update	Author	Date	Approved By:
5	Changes in line with the KCSIE 2023 and guidance from the Key	MAS	August 2023	Standards Committee

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1. Introduction and aims

At Newhouse Academy we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community. However, we also recognise that the widespread use of mobile phones has created a number of problems for schools throughout the UK. This document will make clear the school's policy on the possession of and use of mobile phones and the school's response to contraventions of this policy.

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 students, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection and behaviour (see the academy's CP policy)

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

2. Roles and responsibilities

2.1 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.

2.2 Governors

Are not required to review this policy

3. Use of mobile phones by staff

3.1 Personal mobile phones

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

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependants or family members
- For contact and communication which cannot be made outside of school hours

The Headteacher will decide on the arrangements for this.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard). See *data protection and ICT acceptable use policy via Every*.

3.3 Safeguarding

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

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

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

3.4 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
- See *educational visits policy via Every*

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with the staff code of conduct
- Not use their phones to take photographs or recordings of students, their work, or anything else that could identify a student

- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office, or in the case of an educational visit, the school mobile phone.

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 anybody else 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.

3.6 Sanctions

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

4. Use of mobile phones by students

For their safety, the unsanctioned use of mobile phones by students is prohibited within school premises (this includes the school yard and playing fields). Whilst we understand that most students own a mobile phone and accept that some students are encouraged to bring phones into school for safety reasons, these mobile phones should be switched off prior to entering school and switched back on only after exiting the building at the end of the school day.

Mobile phones are disruptive to the smooth and safe running of the school, can lead to a number of particularly unpleasant forms of bullying and cause interruptions to students' learning.

Any parent who needs to get an urgent message to their child can (as was the case before mobile phones were available), telephone the school and the receptionist will ensure that the message is passed on to the student.

Similarly, students with an urgent (and reasonable) need to contact their parent or carer will be allowed to use a telephone in school.

There may be instances, in creative subjects for example, where students may be permitted to use their mobile phone. On these occasions, a teacher will have authorised this or given their permission.

4.1 Sanctions

Any student seen with or found using a mobile phone will have their mobile phone confiscated (Schools are permitted to confiscate phones from students under sections 91 and 94 of the Education and Inspections Act 2006)

- Refusal to hand over the mobile phone may, in such circumstances, lead to a suspension of the student.
- Removal of any part of the device (such as a Sim card) prior to handing the phone over to a member of staff will be regarded as refusal and may then also result in a suspension
- First offence – phone confiscated and available for collection by the student from reception at the end of the school day.
- Second offence – phone confiscated and to be collected by parent or carer.
- Third offence – phone confiscated for one week.
- Each subsequent offence thereafter will result in a two-week confiscation.
- Phones confiscated for one or two weeks may be collected by the student at the end of the confiscation period.
- Mobile phones will be labelled and kept in a locked cupboard.

PLEASE NOTE: Confiscated phones will not be returned to a parent or carer before the confiscation period has elapsed. The mobile phone confiscation log is reset every half term.

Staff have the authority to search students' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows nominated colleagues to search a student's phone if we 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.

The DSL or a member of SLT (in the absence of the DSL) should be contacted to authorise the search of a student's phone.

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

Please see the 'Search policy' available here; <https://newhouseacademy.co.uk/policies/>

Please see the 'Behaviour policy' available on; <https://newhouseacademy.co.uk/policies/>

5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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 photographs or recordings of students, 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 students

Parents/carers, 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.

Parents/carers must use the school reception 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.

6. Loss, theft or damage

Students bringing phones to school must ensure that phones are switched off and stored securely when not in use.

Students 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 students are travelling to and from school.

Confiscated phones will be stored in a locked safe in reception

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

7. Monitoring and review

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

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