

---

HOLYROOD

— ACADEMY —



POLICY

# Mobile Phone Policy

*Updated: January 2020*

January 2020

# **Holyrood Academy Mobile Phone Policy.**

## **1. Introduction and aims**

At Holyrood Academy we recognise that mobile phones, including smart phones, are an important part of everyday life.

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 and volunteers
- Support the school's other policies, especially those related to child protection, data 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
- Bullying and self-esteem issues
- 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.

The Designated Safeguarding Lead (DSL) is responsible for monitoring the policy every 2 years in conjunction with the SLT, reviewing it, and holding staff and students accountable for its implementation.

### **2.2 Governors**

Governors are responsible for ensuring appropriateness of this policy.

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

### **3.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their mobile phones while students are present and during contact time. This is with exception of The PE department who may use their phones for administrative purposes. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staff room).

There may be circumstances in which it is 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 dependents or family members

The Headteacher will decide on a case-by-case basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number (01460 260100) as a point of contact.

### **3.2 Data Protection**

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

Please refer to the Academy's acceptable use policy for more information.

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents 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 or students.

Staff should not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, it is the responsibility of staff to delete relevant material within 24 hours from all platforms .

### **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
- SLT for behaviour management and support

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 students, their work, or anything else which could identify a student
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office or school mobile

### **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.

### **3.6 Sanctions**

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

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

## **4. Use of mobile phones by Students**

Students are allowed to bring mobile phones to school.

Mobile phones and mobile devices are to be switched off and stored in bags during the academy day from the moment of arrival on the school site until students are dismissed from their lessons at the end of period 5.

Mobile devices can be used in the classroom but only for specific educational activities as decided by the teacher. Once this is completed they are to be switched off and put back in the student's bag. It is not permissible for students to use them for personal use including listening to their own music or for any form of communication including social media.

Mobile phones that are brought to the Academy, are the responsibility of the student at all times.

The Academy accepts no responsibility for loss, theft or damage to a student's phone. Mobile phones are not to be taken in to examination rooms. The Academy will permit urgent/important phone calls to parents via our landlines.

Mobile phones can be used at the direction of a teacher during educational visits.

### **4.1 Sanctions**

Any misuse of a phone during the Academy day will result in confiscation of the phone until the end of the day when it can be collected from Reception. If a phone is confiscated during session 5, the teacher will return it at the end of the lesson.

On the fourth occasion that a mobile phone is confiscated the Academy will write to parents to express our concerns around persistent mobile phone misuse. The student may be barred from bringing a mobile phone to the Academy for a period of time depending on the circumstances.

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

- Sexting
- 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.

### **4.2 Sixth Form**

Sixth Form students are allowed to bring mobile phones into the Academy and may connect to the Academy's network. Sixth Form students may use their phone within the Sixth Form block during free periods and break/lunch. Sixth Form students must have their phones turned off and in their bags in lessons and must not use their phone openly around the Academy from the time they arrive in school until 3.10pm or when they are dismissed from class.

Sixth Form students may use phones in lessons when given permission to do so by the member of staff, for educational purposes only.

## **5. 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 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, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception.

## **6. 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 and students
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations