



MacIntyre Academies Discovery Academy

Mobile Phone Policy

Person Responsible:	Head of School
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1. Introduction and aims

At Discovery Academy 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:

- Set clear instructions, for pupils, of the expectations when bringing in a mobile phone.
- To support in the reduction of attachment and anxieties surrounding mobile phone usage.
- To inform parents/carers and students of the guidelines for staff mobile phone usage in school.
- Give reason as to why this policy is in place
- Support the school's other policies, especially those related to safeguarding, behaviour, acceptable use of ICT and Data protection.

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.

The Head of school is responsible for monitoring the policy every three years, reviewing it, and holding staff and pupils accountable for its implementation.

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 for personal use during their working hours. All stated above need to adhere to the acceptable use of ICT policy. Use of personal mobile phones must be restricted to non-contact time (when on break or lunch), and to areas of the school where pupils are not present (such as the staff room).

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 dependents or family members
- To seek support from other staff when found in a challenging situation and other options are available

The headteacher will decide on a case-by-basis whether to allow for special arrangements. The school will also not be liable for any case of damage or theft towards a staff member's mobile phone, when evidence shows it was unnecessary to be in possession of their mobile phone.

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

3.2 Data protection

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

3.3 Safeguarding

Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must not publicise their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

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.

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

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

Class teams and specific 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 pupils

Here at Discovery Academy, we understand that mobile phones play an important role in every day life for a high number of our students. We understand the needs of our individual pupils and that having a mobile phone, help relieve some anxieties and stress, especially when travelling to and from school in supervised taxi's and long journeys, however, they can also cause a number of concerns and problems for the pupils.

Upon arrival to school, mobile phones must be handed directly to a member of the class team or a specified member of staff. This must be prior to entering the classroom.

All pupils must adhere to the school's for mobile phone policy.

4.1 Sanctions

If a pupil is in direct breach of our school policy and/or posed a risk due to the use of a mobile phone the school can confiscate the device.

- Schools are permitted to confiscate phones from pupils under the [Searching, Screening and Confiscation guidance July 2022](#)
- If a device is confiscated, parents may be asked to collect them.
- 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

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 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.

In line with MAT Code of Conduct: Employees should not use their personal mobile phone during contact time with pupils unless agreed with the Principal. In addition, use of mobile phone during working hours (except for during lunch breaks or other agreed breaks) should be limited to essential or emergency matters. Please review the Macintyre Academies Trust Acceptable use of ICT Policy for more information.

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.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled/identifiable, and are handed to class teams where they will be stored securely.

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.

Confiscated phones (due to misuse or failure to comply with the school policy) will be stored with the Senior Leadership Team and will be securely stored.

Lost phones should be returned to the school reception. 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 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



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Next Review: Sep 2023



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