

Mobile Phone Policy



Lealands
High School

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Lealands High School

September 2024

1. INTRODUCTION

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement.

Our aims:

Excellence in everything we do	Everyone has responsibility	Respect for all
Everyone achieves success and makes excellent progress	To prepare young people for life and a positive future	Everyone is valued for their contribution
We all continually improve what we do and work hard	To ensure that school is a safe place	All are cared for and supported so that needs are met
We care about being the best we can be and getting the best out of those around us	To help and support others to grow and succeed	We recognise and celebrate the talents, gifts and uniqueness of every individual

In order to achieve these aims students, parents and the school need to work in partnership.

Our vision is to be:

*Everyone **achieves excellence**, demonstrates **respect** for all and takes **responsibility** for their own actions, while helping others to be successful.*

We strive to achieve this vision in all that we do and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen.

2. RATIONAL

At Lealands we recognise that mobile phones, including smart phones and smart watches, are an important part of everyday life for our students, 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 students, 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 and similar personal devices 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

3. ROLES AND RESPONSIBILITIES

3.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for following and 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 headteacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and students accountable for its implementation.

4. USE OF MOBILE PHONES BY STAFF

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, send texts, use the internet or apps while students are present/during contact time. 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 workrooms or offices).

Only key staff such as SLT, or those allocated with a school issued mobile, are authorised to use a mobile phone where is for work purposes around the school site for contacting colleagues or appropriate agencies in an emergency/urgent need situation.

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
- For an emergency situation in school which requires immediate assistance from, for example, emergency services.

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 01582 611 600 as a point of emergency contact.

Staff must ensure that any use of a mobile phone on school premises must be in line with safeguarding regulations and appropriate for the work place and school environment.

4.2 Data protection

Staff must not use their personal mobile phones/personal devices 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).

Staff must ensure that data is kept safe at all times and minimise the risk of a data breach. Details of the school's data management policies and GDPR can be found in the Data Protection Policy.

4.3 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 must also ensure that they do not communicate with parents or students via social media and ensure that their social media profile settings are set to the highest private settings.

Staff must not use their mobile phones to take photographs or recordings of students, 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.

The school will provide cameras or other mobile devices that are approved for the use of recording/taking photographs. There is also a school mobile that is to be used on school trips. These devices can be obtained from the Finance Office or based in key departments. Please contact the School Business Manager for guidance.

4.4 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:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- 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 students, 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 main reception.
- Only carry out these functions in an area where students are not present (see above).

The school mobile must be taken on trips and can be collected from the Finance Office.

4.5 Work phones

The school has a blended system for making internal and external calls. All workrooms and main offices have desk phones which are available for all staff to make and receive calls. Most teaching staff and some Educational Support staff have the added flexibility to make and receive calls via the WebEx app on their laptops or school issued mobile phones.

Some members of staff are provided with a mobile phone by the school for work purposes. These include, Years Teams, Attendance and Medical Officer, ICT Manager and Safeguarding staff. A 'Trip' mobile is allocated to those leading a school trip.

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.
- Only use the school mobile phones or webex function on a device in an area where students are not present. At times it may be appropriate for a student/students to be involved in a phone call with member of staff. where this is the case, it must take place in an office away from any parties not directly involved to avoid sharing any personal information inadvertently.

4.6 Sanctions

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

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

5. USE OF MOBILE PHONES BY STUDENTS

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes. In the event of a student using their mobile phone during school hours, the device will be confiscated until the end of the school day and a demerit issued to the student on Epraise.

If pupils need to contact parents or be contacted during the school day, this must happen using a school device/phone under the supervision of staff. Pupils must not contact parents or others on their personal phone or be contacted by parents during the school day.

Occasionally, pupils may be authorised by a member of SLT to have and use mobile phones on a school trip/visit to, for example, contact parents about a late return.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Smartwatches will be treated the same as a mobile phone and may be confiscated if used for any other function other than checking the time.

5.2 Sanctions

School staff have the power to search students' 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 there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

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
- Taking photos of others without permission in school and storing or sharing these for any purpose

6. 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 where permission to do so will be communicated), 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 or attend a public event at school.

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 students, 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 students using their phones, as set out in section 4 above but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents must use the main school number (01582 611 600) 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.

7. LOSS, THEFT OR DAMAGE

Students are not permitted to use mobile phones at school. The school is aware that students may bring their mobile phones and if they choose to do so this is at their own risk.

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/earphones will be stored in a secure office/workroom within the department of the member of staff who confiscated the phone or in a secure cabinet in the Medical Room. Students can collect a confiscated phone/earphones at the end of the school day 3.00pm/3.20pm.

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

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

This policy will be reviewed and ratified by the Governing Body every 3 years.