

Arena Academy

Mobile Phone Policy



Approved by:

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Headteacher

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1. Introduction and aims

At Arena 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.

Our policy aims to:

- Promote, and set an example for, safe and responsible mobile phone use
- Set clear guidelines for the use of mobile phones for students, staff and parents/carers.
- Support the school's other policies, especially those related to Safeguarding and child protection, E Safety and behaviour.

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

- Risks to safeguarding and 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 and support 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 Deputy Headteacher for Personal Development and Welfare is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time this is at the discretion of the Headteacher and will be considered on an individual basis dependent on the situation.

3.2 Data protection

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

More information on this can be found in the schools Data Protection Policy.

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 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'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 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

3.5 Work phones

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

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 onto the school site, this is in conjunction with parental permission in order for students to do this. We consider this is necessary for the students and parents/carers as we need to consider instances such as:

- Students travelling to school by themselves
- Students who are young carers who need to be contactable
- Parents/carers needing to be in contact with their children both on the way to school and after school

If students do bring mobile phones onto the school site, they are the responsibility of the students, the school does not take any responsibility in the care of the mobile phones.

During the school day student are expected to:

- Keep mobile phones in their bag and be switched off or on silent mode at any times other than break and lunch times.
- Mobile phones, and any other electronic devices are not permitted to be used during lesson times or during lesson changeovers.
- During break and lunch time, students are permitted to use mobile phones in Arena Central and outside, the use of mobile phones in any other areas and at any other times is not permitted.

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

4.1 Sanctions

If students are found to have breached this policy, the following sanctions can be considered depending on the individual circumstances:

- If students are seen to be using their mobile phones at a time or in a place that they are not permitted, they will receive an instruction to put the phone away OR move to the designated area of the school
- If students do not follow this instruction then the mobile phone will be confiscated by the member of staff, if needed the staff may seek support from the Senior Leadership to ensure the phone is confiscated. (Schools are permitted to confiscate phones from students under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- The mobile phone once confiscated will be placed into the school safe for the remainder of the day. The parents will be contacted and asked to collect the phone from school, it will not be returned to the student unless in exceptional circumstances, e.g. the parent can't be contacted, and the student's safety is at risk.
- If a student has their mobile phone confiscated, they will also be issued with a 1-hour detention to be served the next day. (See schools' Behaviour Policy for details of detentions procedures.)
- If students repeatedly breach the mobile phone policy, the sanction will escalate to a 2-hour detention or Reflection Room.

Staff have the power to search students' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#).

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
- 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 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 or attend a public event at school.

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

Students bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use, students are expected to keep their phones in their bags or zipped into their blazers, they are the students responsibility, there is nowhere in school for students to keep their mobile phones.

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.

All parents will have access to this policy on the school website and students will be informed by Form Tutors, to ensure they are clear about the expectations regarding mobile phones on the school site.

Confiscated phones will be stored in the school safe; they will be labelled with the student's name and Form Group. Whilst confiscated, the school is responsible for the mobile phone regarding loss, theft or damage.

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 students' education, behaviour and welfare. When reviewing the policy, the school will consider:

- 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

8. Appendix 1: Acceptable use of mobile phones agreement for students

Acceptable mobile phone use agreement

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

1. You may not use your mobile phone during lessons.
2. Phones must be switched off or put in silent.
3. You can only use your mobile phone in school at break and lunch time and only in the designated areas: Arena Central and outside.
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
5. You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's passwords or access codes with anyone else.
8. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
9. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. 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.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

9. Appendix 2: 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 students are present. If you must use your phone, you may go to the school reception area.
- Do not take photos or recordings of students (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with students

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.
