

Mobile Phone & Electric Devices Policy

Kirk Hallam Community Academy



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CONTENTS

1. Policy introduction and aims.....	2
2. Roles and responsibilities.....	2
3. Use of mobile phones by pupils	3
4. Use of mobile phones by parents, volunteers and visitors.....	4
5. Loss, theft or damage	4
6. Confiscation, search and consent.....	5
7. Monitoring and review	6
8. Links to other policies	6

1. Policy introduction and aims

At Nova Education Trust 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. It is the trust's aim that all our schools adhere to this stance in respect of mobile phones.

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 pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to safeguarding and behaviour

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 Deputy Headteacher is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The local governing body is responsible ensuring this policy is applied appropriately and fairly.

3. Use of mobile phones by pupils

At Nova Education Trust 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. We also recognise that smart watches, headphones and other electronic devices are part of society today.

All of these electronic devices play a key part of keeping pupils safe, specifically when travelling to and from school. Therefore, pupils are allowed to bring electronic devices to school for safety purposes, however they must be switched off once they have arrived at school and stored in their bag throughout the duration of the day. They should never be seen, heard or used on site.

3.1 Secondary

All of our primary and secondary schools employ a **'not seen, not heard, not used'** strategy for management of personal devices for primary and secondary pupils.

Pupils must adhere to the school's acceptable use agreement for mobile phone use.

Our schools do not accept any responsibility for loss or damage to devices when brought into school/college.

Pupils must always adhere to this policy whilst they are physically present on the school site or when they are wearing the school uniform.

This means:

- Not taking any pictures or recordings of pupils or staff

3.2 Post-16

At Kirk Hallam Community Academy, we recognise that our post-16 pupils will use their mobile phones to support their learning and during unstructured social time. Our culture code outlines an expectation that they are only to be used in lesson time to aid learning and when permitted.

3.3 Sanctions

Below are the minimum expectations, schools can strengthen these expectations and fit them to the school setting.

Should a pupil not adhere to the 'not seen, not heard, not used' strategy then a sanction will apply. A phone seen or heard should always be confiscated and a detention sanction applied.

1st instance in a half term the student collects their confiscated phone and it is logged on Class Charts

2nd instance in a half term the student collects the confiscated phone and it is logged on Class Charts. This triggers a 30-minute detention.

3rd instance in a half term the student collects the confiscated phone and it is logged on Class Charts. This triggers a 60-minute detention.

Further infringements will result in an escalation in sanction that can include; confiscation of the phone until parents come in, a phone ban, time in the Reflection Centre and/or a suspension.

Please refer to the schools Behaviour Policy for further detail on consequences and process of application.

3.4 Exceptional circumstances

Where a pupil uses an electronic device to manage diabetes this will be permitted once agreed with school leaders.

4. 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
- Not recording meetings or interactions with staff, without prior consent being sought

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 contact 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 3.

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.

5. Loss, theft or damage

Pupils bringing phones to school for safety purposes must ensure that phone is switched and stored in their bag.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

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.

Lost phones should be returned to Louise Swift at Student Reception. The school will then attempt to contact the owner.

6. Confiscation, search and consent

6.1 Confiscating Items

Section 91 Education and Inspections Act 2006 gives schools power to discipline pupils which enables a member of staff to confiscate, keep or dispose of pupil's property as a disciplinary measure where it is reasonable to do so. Staff have a defence to any complaint provided they act within their legal powers. The law protects members of staff from liability for any loss of or damage to any confiscated item, provided that they have acted lawfully.

Confiscated phones will be locked and stored in Student Reception. Students collect the phone in person at the end of the school day.

The process of confiscation will be applied in line with the schools Behavior Policy and Safeguarding Policy.

6.2 Examining electronic devices

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance outlines that staff members have the right to search a pupil'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.

Where possible, a search of a pupil's phone will be conducted by Luke James (Acting Deputy Headteacher), another senior leader or a member of the safeguarding team.

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. This may require retaining the electronic devices for the appropriate agency to investigate further.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Up skirting
- 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

For further information and definitions of the above examples, please refer to the schools Behaviour Policy, Safeguarding Policy and/or Anti-Bullying Policy.

6.3 Consent

There is no obligation on schools to inform or seek the consent of parents before examining a personal device.

Schools do not have to make or keep a record of an examination. Any complaints about searching or examination should be dealt with through the trust Complaints Policy.

7. Monitoring and review

Our Academies are 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 across the trust
- Relevant advice from the Department for Education, the local authority or other relevant organisations

8. Links to other policies

- Acceptable Use Policy (2022)
- Anti-Bullying Policy (2022)
- Behaviour Policy (2022)
- Complaint's Policy (2021)
- Educational Trips and Visits (2022)
- Safeguarding Policy (September 2022)