



The Kassia Academy

Part of KINGS ACADEMY TRUST

MOBILE PHONE POLICY

Last reviewed: Sept 2024

Next review due by: Sept 2025

We do things differently.....

H. E. R. E

HIGH STANDARDS

EMPATHY

RESILIENCE

EMOTIONAL RESPONSE

Contents

Introduction and aims	3
Relevant guidance	3
Roles and responsibilities	3
Use of mobile phones by staff	3
Personal mobile phones	3
Data protection.....	4
Safeguarding	4
Using personal mobiles for work purposes	4
Work phones	5
Sanctions.....	5
Use of mobile phones by pupils.....	5
Use of smartwatches by pupils.....	5
Exceptions for special circumstances	5
Protocol and Sanctions	6
Use of mobile phones by parents/carers, volunteers and visitors.....	6
Loss, theft or damage	7
Monitoring and review	7
Appendix 1: Code of conduct/acceptable use agreement	8
Appendix 2: Permission form allowing a pupil to bring their phone to school.....	9

Introduction and aims

At The Kassia Academy we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour.

For more information please see our school website: www.tkas.org.uk

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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education 2024.

Roles and responsibilities

Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 year, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present, i.e. during contact time.

Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance, (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The Head of School 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 01925 452010 as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones 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).

For more information on our E-Safety policies and information, please see our website:
www.tkas.org.uk

Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, 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/carers or pupils.

For more information on our E-Safety Policies and Information please see our website:
www.tkas.org.uk

Staff must not use their personal 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.

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 pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be

made via the school office

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.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Pupils should not use their mobile phones whilst on site, including during lessons, in the time between lessons, at break times and at lunchtimes.

At The Kassia Academy, learners are expected to hand in their mobile phones on arrival, the phones are then locked away securely. Mobile phones are returned to learners at the end of each school day.

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.

At The Kassia Academy, learners are instructed not to wear smart watches.

Should a learner be found to be wearing a smart watch – this would be confiscated and locked away securely. This would be handed back to the learner at the end of the school day.

Exceptions for special circumstances

The Kassia Academy may permit pupils to use a mobile phone in school, due to exceptional circumstances.

This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the Head of School.

Any pupils who are given permission must then adhere to the school's [code of conduct/acceptable use agreement] for mobile phone use (see appendix 1).

Protocol and Sanctions

Our protocol for mobile phones and other internet-connected devices is as follows:

Learners are not permitted to use any such devices brought from home in school and surrendered at the gate.

Learners are therefore encouraged to come to school without phones or other such devices where possible.

If families/guardians decide that their child will benefit from having such device with them on their journey to school, they must reiterate our school's expectation of surrendering these upon arrival to staff.

Staff will do their best to keep all such devices safe, whilst neither the staff nor the school accepting liability for any loss or damage.

The device will be given back to the student at home time.

If a student refuses to hand over their electronics to staff, this will result in sanctions relating to the behaviour policy.

If after that, the situation is not resolved, the family will be called and expected to arrive to collect the item and take it home with them.

If the learner continues to refuse to hand over the item to family, the student will be placed on internal exclusion.

During this meeting, the learner and the family will be asked to ensure that the next morning the student arrives either without such technology or with full acceptance of the school rules and commitment to handing it to the class team.

With exception and ensuring safe and responsible usage learner's may be able to access mobiles devices at periods on DofE trips and Alternative Provision.

The use of Smart Watches is not appropriate in school due to risks of loss and damage and of misuse in the same way as mobile phones or tablets.

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

Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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 at 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/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil
-

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers 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 their personal mobile during the school day.

Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their mobile 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.

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/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Head of School in a timely manner.

Appendix 1: Code of conduct/acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

[Code of conduct/acceptable use agreement]

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

- You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
- Phones must be switched off (not just put on 'silent').
- You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
- You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
- Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
- Don't share your phone's password(s) or access code(s) with anyone else.

Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:

- Email
- Text/messaging app
- Social media

Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.

- Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
- Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
- Don't use your phone to view or share pornography or other harmful content.
- You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
- 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 it appropriately, or turn it 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.

Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers
-

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its [code of conduct/acceptable use agreement].

The school reserves the right revoke permission if a pupil does not abide by the policy.

Parent/carer signature:

Pupil signature (where appropriate):

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 3: Template mobile phone information slip for visitors Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staff room or meeting room/ alternatively you can exit the school site.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

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.