



Mobile Phone Policy

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1. Introduction and aims

- 1.1 At Sirius Academy West 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.
- 1.2 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, visitors and volunteers
 - Support the other policies of the school, especially those related to child protection and behaviour
- 1.3 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. Use of mobile phones by staff

- 2.1 The Academy Behaviours policy states: Staff will model the 'Seen or Heard' policy by refraining from using phones in lesson time, in social spaces or in the presence of students.
- 2.2 Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, whilst in lesson time, in social spaces or in the presence of students. 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 staff rooms).
- 2.3 There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:
 - For emergency mobile contact by their child, or their child's school
 - In the case of acutely ill dependents or family members

- 2.4 The head teacher will decide on a case-by-basis whether to allow for special arrangements.
- 2.5 If special arrangements are not deemed necessary, school staff can use the school office number [01482 352939] as a point of emergency contact.
- 2.6 Staff must not use their personal mobile phones to process personal data, or any other confidential school information. (Further guidance regarding this area can be found in the school's data protection policy.)
- 2.7 More information can be found in the school's staff disciplinary policy, Code of Conduct/Handbook.

3. Use of mobile phones by parents, volunteers and visitors

- 3.1 The academy expects all staff visiting the school site to adapt the same 'Seen or Heard' policy. This includes parents, volunteers, contractors and governors.
- 3.2 Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as they do staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils 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

4. Use of mobile phones by students and sanctions

- 4.1 Mobile phones, and all electronic devices, including earphones and smart watches must not be 'Seen or Heard' in the school building or during any outside lessons. If, for any reason, they need to be brought in to the school building, they must be turned off and kept in bags, out of sight, throughout the entire academy day. This includes break and lunch times.
- 4.2 Any student caught with any of these items on display, in the school building or during outdoor lessons, during the school day, will have it taken off them by a member of staff. It/they will be kept in a secure place in the school office, a record will be kept, and they must then be collected by an adult once the academy day has finished. If an adult is unable to collect the item then the student may collect it themselves at the end of school on the Friday of that week, unless it is a Friday when confiscation occurs, then the student cannot collect until the following Friday. (Schools are permitted to confiscate phones

from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

- 4.3 If any student refuses to hand the items over then serious sanctions will be issued. The academy's Behaviour Management Policy (Point 23.3) will be adopted to deal with such incidents.
- 4.4 Any student who has an electronic device confiscated more than once in a week, will also complete a 4.15pm after school detention.

5. Potential issues linked to mobile phones and other technology

- 5.1 Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance also allows staff to search a pupil's phone if they 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.
- 5.2 Staff, pupils and parents should all understand what steps they should take if they find inappropriate content on a phone, or if they suspect inappropriate behaviour. Where possible, the safeguarding department or police should be notified.
- 5.3 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 occur outside of the school day. 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.
- 5.4 Parents and carers must be aware of the legal guidelines regarding young people and the use of social media. It is everyone's responsibility to keep children safe and prevent issues of concern. The diagram below states the age restrictions for the various types of social media:



6. Loss, theft or damage

- 6.1 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.
- 6.3 Confiscated phones will be stored in school office, in a locked cabinet.
- 6.3 When confiscation occurs, this will be recorded centrally so the academy knows how many times this is happening.

7. Appendix 1 – Code of Conduct/acceptable use agreement for pupils

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

1. You may not use your mobile phone, other technology and earphones within the school building, or during outdoor lessons, throughout the entire school day.
2. Mobile phones must be switched off (not just put on 'silent'). You must adopt the 'Not Seen or Heard' rule.
3. The new rules prevent you from using your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. The new rules prevent you from taking photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. If you breach the mobile phone and other technology rule you must co-operate with staff hand the item over for confiscation.
6. If you have an item confiscated it can be collected by an adult that day, or by yourselves at the end of the school on the Friday of that week.

8. Appendix 2: General guidelines for safe mobile phone use:

- 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 passwords or access codes 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:
 - a. Email
 - b. Text/messaging app
 - c. 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.
2. 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.
 3. You must comply with a request by a member of staff to hand over a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
 4. 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 hand them over to an exam invigilator, before entering the exam room. Bringing a phone into the exam room can result in your exam being declared invalid.
 5. If for some reason you need to bring your mobile phone into school, it must be switched off and kept away in your bag.