



King's Academy Binfield and King's Academy Oakwood Mobile Phone Policy

1. Introduction and aims

At King's Academy Binfield and King's Academy Oakwood we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents and staff, as well as the wider academy 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 academy's other policies, especially those related to child protection, safeguarding and behaviour

This policy also aims to address some of the challenges posed by mobile phones in academy life, 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 academy, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Assistant Principal is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and students accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the academy) are not permitted to make or receive calls, or send texts, whilst children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the academy where students are not present.

3.2 Data protection

Staff must not use their personal mobile phones to store personal data, or any other confidential academy information. More information on this can be found in the academy's data protection policy and ICT acceptable use policy. King's Academy Binfield and King's Academy Oakwood Mobile Phone 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/academy trip/activity, this must be done using academy equipment.

Staff can use mobile phones to access emails, and the suite of Google Apps for Education we use as an academy.

Staff phones can use the academy's internet whilst on site, this is monitored through our Smoothwall filtering service.

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 academy office

3.5 Work phones

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

Only authorised staff are permitted to use academy 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, text messages 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 academy's staff disciplinary policy for more information.

4. Use of mobile phones by students

Students in KS3 and 4 may bring mobile devices into school, but are not permitted to use them at any point during the school day and whilst they are on site. Students in KS5 are only permitted to use their mobile phones within the 6th form area of the school

- Students will be educated regarding the safe and appropriate use of personal devices and mobile phones.
- Any use of mobile phones and personal devices by students will take place in accordance with the Acceptable Use policy.
- Mobile phones will be switched off and out of sight during the school day.
- Mobile phones will not be used by students during lessons or formal King's Academy Binfield and Oakwood time unless as part of an approved and directed curriculum based activity with consent from staff.
- Students are not permitted to use their mobile phones on the school site or participating in school related activities, such as extra-curricular clubs or trips, this is including the car park and outside social areas.
- If students choose to bring a mobile phone with them so that they have it for their journey to and from the academy, it must be switched off prior to entering the academy grounds and be placed in their bag or pocket for the remainder of the academy day.
- Students must not use their mobile phones to contact their parents during the academy day, all communication should go through the academy office.

4.1 Sanctions

If a child's phone is seen or heard throughout the academy day, it will be immediately confiscated to be stored in a secure location in the office for parental collection. Phones will not be released to students. (Schools are permitted to confiscate phones from students under sections 91 and 94 of the [Education and Inspections Act 2006](#))

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 staff to search a student's phone if we have reason to believe the phone contains pornographic images, or it is being/has been used to commit an offence or cause personal injury.

If this is suspected and this action needs to be taken, it will be carried out by two members of staff and a member of the Senior Leadership Team will be present for this search to take place. Parents will be notified that this action has been taken.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The academy 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

Students are not permitted to take images or videos on the school site using their own devices.

Students must not access social media whilst on the school premises.

Where a child has broken the rules surrounding mobile phone use on school property, sanctions will be put in place in accordance with our behaviour for learning policy.

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 academy site during the academy day.

This means:

- Not taking pictures or recordings of students,
- 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 the academy.

Parents or volunteers supervising academy 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 student

Parents or volunteers supervising trips are also responsible for enforcing the academy's policy for students using their phones, as set out in section 4 above.

Parents must use the academy office as the first point of contact if they need to get in touch with their child during the academy day. They must not try to contact their child on his/her personal mobile during the academy day.

6. Loss, theft or damage

The academy accepts no responsibility for mobile phones that are lost, damaged or stolen on academy premises or transport, during academy visits or trips, or while students are travelling to and from academy.

Confiscated phones will be stored in the academy office in a locked cabinet.

Lost phones should be returned to the academy office. The academy will then attempt to contact the owner.

7. Monitoring and review

The academy is committed to ensuring that this policy has a positive impact of students' education, behaviour and welfare. When reviewing the policy, the academy 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

Policy Written: June 2018

Policy last Review: September 2023

Agreed by Governors:

Review Date: June 2024

8. Appendix 1: Template mobile phone information slip for visitors

Use of mobile phones in our academy

- Please keep your mobile phone on silent/vibrate while on the academy grounds
- Please do not use phones where students are present.
- Do not take photos or recordings of students (unless it is your own child), or staff 7Do not use your phone in lessons, or when working with students

The academy accepts no responsibility for phones that are lost, damaged or stolen while you are on the academy grounds.

A full copy of our mobile phone policy is available from the academy office.
