



Mobile Phone Policy

King's Academy Binfield and King's Academy Oakwood

Approved by: Date:

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1. Introduction and aims

At King's Academy Binfield and King's Academy Oakwood we recognise that mobile phones and similar devices are an important part of everyday life for our students, parents/carers 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/carers, visitors and volunteers.
- Support the Academy's other policies, especially those related to child protection, safeguarding and behaviour & conduct.

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

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

2. 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](#).

3. Roles and responsibilities

3.1 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 Academy, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Vice Principal is responsible for monitoring the policy every two years, reviewing it, and holding staff and students 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.

3.2 Governors

The Governors are responsible for reviewing and monitoring the policy every two years so ensure it is in line with the latest government guidance

4. Use of mobile phones by staff

4.1. Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the Academy) are not permitted to use their personal mobile phone, while students 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 (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 Executive Principal 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 01344 306983 as a point of emergency contact.

4.2 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 detailed guidance on data protection please see our [Data Protection Policy](#) and [Information Security Policy](#). These can also be found on our [KGA website](#).

4.3 Safeguarding

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

Staff must not use their personal 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.

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.

4.4 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:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

Staff will use one of the Academy's phone's if required to give out a mobile number of students to make contact via.

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

4.5 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.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the academy's staff disciplinary policy for more information.

5. Use of mobile phones by students

Students in key stage 3 & 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.

Mobile phones and devices must be switched off and away once students in key stages 3 & 4 enter past the green gates.

- 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 Academy site or participating in Academy related activities, such as extra-curricular clubs or trips, this is including the 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.

5.1 Use of smartwatches by students

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the Academy 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.

Students

Students in key stage 3 & 4 may bring mobile devices and smart watches 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.

Mobile phones and devices including smart watches must be switched off and away once students in key stages 3 & 4 enter past the green gates.

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 and smart watches will be switched off and out of sight during the school day.

Any student with a smart watch during the Academy day will have this device confiscated for parental collection.

5.2 Exceptions for special circumstances and for sixth-form pupils

The Academy may permit students 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 admin.bi@kingsacademies.uk FAO Vice Principal L.Taylor.

Any students who are given permission must then adhere to the [Academy's online safety policy](#) for mobile phone use (see appendix 1 & 2 online safety policy).

Sixth-form pupils are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils. They are permitted to access their mobile phone within the sixth form area located on the third floor. This means they are out of sight of younger students whilst doing so.

Misuse of mobile phones by pupils in the sixth form will lead to sanctions according to our behaviour policy.

5.3 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/carer 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).

Students who are persistently found using their mobile phone during the Academy day or who refuse to hand it over when asked to do so will be subject to the Academy's behaviour & conduct policy and sanctions applied appropriately. This may involve them being required to hand it into the Pastoral team each morning upon arrival at the Academy.

In each case, the sanction given must be reasonable and proportionate. The Academy will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

If the parent/carer is not able to collect the mobile phone then it will be determined if it is appropriate to return it directly to the student or not in accordance with wider safeguarding considerations. In this instance an arrangement will be made with the parent/carer about how and when the mobile phone is returned.

Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person). If this is suspected and this action needs to be taken, it will be carried out by two members of staff including a member of the Senior Leadership Team will be present for this search to take place. Parents/carers 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 (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.

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 & conduct policy.

6. 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 or staff, 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 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/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 students, their work, or anything else which could identify a student

Parents/carers or volunteers supervising trips are also responsible for enforcing the Academy's policy for students 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 Academy 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.

7. Loss, theft or damage

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

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.

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 the Academy.

Lost phones should be returned to the front office for safe storage. The Academy will then attempt to contact the owner.

8. Monitoring and review

The Academy is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the Academy will take into account:

- Feedback from parents/carers and students
- 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 Mrs L Taylor, Vice Principal in a timely manner.

9. Appendix 1: EYFS and KS1 acceptable use agreement (students and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STUDENTS AND PARENTS/CARERS

Name of pupil:

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STUDENTS AND PARENTS/CARERS

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - I select a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- Be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for students using the school's ICT systems and internet, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 2: KS2, KS3 and KS4 acceptable use agreement (students and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STUDENTS AND PARENTS/CARERS
– SIGNATURE GIVEN ONLINE ON ADMISSION.

Introduction

This policy outlines an acceptable code of conduct for the use of the ICT equipment and systems within King's Academy Binfield Secondary.

The school provides computers and networked resources, alongside student-owned chromebooks, for student use in teaching classrooms and other resource areas. As part of this facility, Internet, e-mail and school-owned software are available for use on the proviso that these resources are used for the purpose of education.

It is the school policy to respect all computer software copyrights and adhere to the terms and conditions of any licence to which King's Academy Binfield is a party. The downloading and/or installation of unauthorised software and applications are expressly forbidden. This includes software downloads from the Internet and from email. King's Academy Binfield will not condone the use of any software that does not have a licence and any student found to be using, or in possession of, unlicensed software will be the subject of disciplinary procedures.

Privacy

The purpose of the provision of ICT facilities is for use in connection with teaching, learning, research, and other approved activities by the school. The school therefore reserves the right to monitor, inspect, copy and review files and activity at any time and without prior notice.

Each student is given a unique username and password that allows them access to both Google Workspace for Education onto the system and which also provides them with the ability to save their work into their own secure area. This area must be used for educational purposes only. Routine checks of network storage areas will be carried out without prior notice.

Copyright

Many of the resources you find on the Internet are copyright protected, including music and video. You may only use all or part of a copyrighted work if you have the copyright owner's permission or if your use of the work falls under a legal exemption. Check the documents you are viewing for appropriate statements indicating copyright ownership and usage. It is your responsibility to respect these rights including all copyrights. Any copyright protected files found during routine checks will be removed and a warning will be given, repeat offenders will receive further disciplinary action.

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy.

Network and Computer Etiquette

- Be polite. Use appropriate language.
- Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number.
- Be careful. Do not jeopardise the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others or impersonate another.
- Be respectful. Do not intentionally bring viruses; copyright protected material or applications into school

Security and Accountability

- Students should not use the services of the school, Internet and/or e-mail to obtain or send such material which is against the law or published school policies (articles/files which are sexist, racist, obscene, copyright protected or promote illegal behaviour).
- Students are advised that all email sent from an email account is the responsibility of the individual account holder.
- Students are advised that the use of email to send personal data (e.g. about staff or students) to a third party is expressly forbidden under the Data Protection Act.
- Students are advised that the contents of a network account home directory (H: drive) are the responsibility of the individual account holder.
- Students are advised that in the event of a security breach they must inform a member of staff and ensure that passwords are changed in order to be as secure as possible.
- Students are expected to use their school issued Google Account only whilst on school premises.

ICT Equipment Usage

- Students must not deliberately damage or vandalise any ICT equipment.
- Students must not intentionally waste resources, including printer ink and paper.
- Students must not unplug any cables from the back of machines.
- Students should treat ICT equipment with respect as it is provided as a tool for education.
- Students should report any computer problems to a member of staff.
- Students should only use USB drives to bring in school work, if there is any breach of this or suspicion of breach, the ICT Technicians have the right to check USB drives and remove inappropriate material.

Service Usage

- Students should always respect the privacy of other users' files.
- Students should be polite and appreciate that other people might have different views than their own. The use of strong language, swearing or aggressive behaviour is not allowed.
- Students are advised that computer-based audio services are provided for work-related and studying purposes only.
- Students are advised that their network accounts will be deleted when they leave King's Academy Binfield and it is the responsibility of the student to save any files before leaving.
- Students must ensure they log-off the system correctly.
- Students must not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
- Students should not download, use or upload any material which is copyright protected.
- Students should refrain from sending or displaying offensive messages or pictures.
- Under no circumstances should students view, upload or download any material which is likely to be unsuitable. This applies to any material of a violent, dangerous or inappropriate context.
- Students should report any breach of this policy to a member of staff, who will then inform the ICT Technicians.

Internet Usage

- Students must be aware that access is a privilege, not a right and that access requires responsibility.
- The Internet is provided for educational and research purposes.
- Students must not use chat or play online games (unless authorised by a member of staff).
- Individual users of the Internet are responsible for their behaviour and communications over the network.
- Student must not share/upload any personal information of anyone (staff or student) at the school.
- Students are responsible for good behaviour on the Internet, just as they are in a classroom or a school corridor.
- General school rules apply.

Failure to Follow Policy and Breach of Agreement

The use of the school's computer network and Internet connection is a privilege, not a right. Any student user found or believed to be using the service inappropriately, will automatically have their entitlement to use this facility suspended without notice. A student user who violates this policy and breaches his/her agreement may have his or her access to the computer network and Internet terminated indefinitely.

A student user breaches the agreement not only by affirmatively violating the ICT policy, but also by failing to report any violations by other users that come to their attention. Moreover, a student user violates this policy if they permit another student to use their account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school may also take other disciplinary action.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for students using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

9. 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 students are present. If you must use your phone, you may go to the staff room.
- Not taking pictures or recordings of students, unless it's at a public event (such as a school fair), or of their own child
- Do 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's office.

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