

The Kingston Academy



Mobile Phone and Personal Devices Policy

March 2018

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Mobile Phone and Personal Devices Policy

1. Introduction

We embrace the opportunities that new technologies bring and our pupils use Chromebooks in school and at home to take advantage of the many benefits of digital technology to support, enhance and stimulate learning.

We also recognise that new technologies present risks as well as benefits and educate, guide and support our pupils to use digital technology safely and appropriately.

There are risks specifically associated with the possession of mobile phones, smart watches and other personal devices in school, including:

- accessing and sharing inappropriate internet material. Internet access on personal devices can allow pupils to bypass the school security settings and filtering used for Chromebooks and school PCs;
- integrated cameras and other recording systems can lead to safeguarding, bullying and data protection issues with regard to inappropriate capture, use or distribution of images of pupils or staff;
- distraction in the classroom and undermining of classroom discipline;
- unauthorised use in the classroom can raise issues of academic rigour and 'fake knowledge';
- they are high value items that could be damaged, lost or stolen.

We have developed this policy to set out clear expectations regarding the use of mobile technology in school. It applies to mobile phones and all other personal devices which can be used to access the internet, or to take photographs or take/play moving images or play music (including but not limited to smart watches, tablets, laptops or iPods). This policy applies at all times when pupils are on the school site, or are off site during school activities, day trips, visits or attending sporting fixtures. On residential trips, specific guidelines will be issued by trip leaders on an individual trip basis and as required by the particular circumstances of the trip.

2. Expectations for the safe use of mobile phones and personal devices

All use of mobile phones and personal devices must take place in accordance with the law and other related school policies, including the Online Safety Policy and Acceptable Use of ICT Agreements, Sexting Policy, Behaviour Discipline Exclusions Restraint and Searches Policy, Staff Code of Conduct and the Safeguarding and Child Protection Policy (copies of these policies are available on the [policy page](#) of the school website and in the policy folder of the Whole School Team Drive).

The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community.

Mobile phones and personal devices are never permitted to be used by anyone in changing rooms, or toilets.

All members of the school community are advised to take steps to protect their mobile phones, smart watches and other personal devices from loss, theft or damage and to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.

Pupils and staff bring personal devices into school at their own risk. The Kingston Academy will accept no responsibility for the loss, theft or damage of any mobile phone, smart watch or other personal device brought into school and will not investigate theft, loss or damage relating to them. Mobile phones and personal devices that are found in school must be handed in to Pupil Services.

3. Pupil use of mobile phones, smart watches and other personal devices

Through the PSHCE curriculum, Aspire Smart form time and assemblies, pupils are guided and supported to use mobile phones and personal devices safely and appropriately.

Due to the specific risks associated with mobile technologies in schools, pupils are not generally permitted to use them during the school day.

Mobile phones and other personal devices which are brought into school must be turned off (not placed on silent or Airplane Mode) and stored out of sight immediately before the pupil arrives at school. They are not permitted to be used on the school site without specific permission from a member of staff and must remain turned off and out of sight until the pupil has left the school site at the end of their day (including extracurricular and extended school activities).

Pupils must not use smart watches to send, receive or post messages or to send or receive emails, or to access the internet unless specifically given permission by a member of staff for the purpose of their learning.

Where permission is given to use a mobile phone, smart watch or other personal device in school, the rules set out in the Pupil Acceptable Use of ICT Agreement will apply. Pupils must not connect personal devices to the school network. This is because the device may not have sufficiently robust software installed to prevent malicious software running and spreading across the network.

If a pupil needs to contact his or her parents or carers, they will be allowed to use a school phone in Pupil Services or to use their own mobile phone with permission in Pupil Services. If pupils wish to use their mobile phone to call home after school, they must ask the member of staff on duty for permission.

Parents/carers should not contact their child via their mobile phone or other device during the school day, but contact Pupil Services who can pass on a message/take appropriate action.

Mobile phones, smart watches and other personal devices must not be used in assessments or taken into examinations. Pupils found in possession of a mobile device during a public examination will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either that examination or all examinations.

Breaches of this policy will be dealt with in accordance with the school Behaviour Discipline Exclusions Restraint and Searches Policy, (a copy is available on the [policy page](#) of the school website and in the policy folder of the Whole School Team Drive).

Using a mobile phone, smart watch or other personal device without specific permission from a member of staff will lead to the phone, smart watch or other device being confiscated. A parent or

carer will be required to collect it from Pupil Services.

Sexting incidents will be dealt with in accordance with the school's Sexting Policy (a copy is available on the [policy page](#) of the school website and in the policy folder of the Whole School Team Drive) .

4. **Staff use of mobile phones and personal devices**

Personal mobile phones or devices must not be used during teaching periods or break times when on duty (during which times they must be stored out of sight of pupils and switched off or switched to 'silent' mode), unless permission has been given by a member of the Senior Leadership Team or in emergency circumstances.

The rules set out in the Staff Acceptable Use of ICT Agreement (a copy is available on the [policy page](#) of the school website and in the policy folder of the Whole School Team Drive) apply to personal devices used in school in the same way as if staff were using school equipment.

Communication with pupils (and parent/carers) should not be from a personal phone or email address: if a member of staff needs to contact a pupil (or parents/carers) by telephone or email, they should do so using a school telephone and/or the school email system. In an emergency where a staff member doesn't have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes and then (where the call was to a pupil) report the incident to the Head teacher.

Staff must not take any photographs or moving images of pupils on a personal mobile phone or other personal device (if a photograph or moving image is taken on a personal mobile phone or other personal device this must be reported to the Head teacher without delay and the image must be transferred to a school device and deleted within 24 hours)

Staff must never use a mobile phone or other personal device to make a call whilst driving pupils in a mini bus or car, regardless of whether the device is hands free, to ensure they are fully in control of the vehicle at all times. Staff are also discouraged from making any work related calls whilst driving (regardless of whether the device is hands free). Work related telephone calls should be made in school where staff can focus fully on the call and access relevant data or information. The penalties for using a mobile phone whilst driving are 6 points and a £200 fine. To do so may also invoke disciplinary proceedings.

5. **Review**

This policy will be reviewed at least every three years by Kingston Educational Trust and by a member of the senior leadership team in consultation with the Designated Safeguarding Lead. The next review is due: March 2021.

Date: 26 March 2018

Sophie Cavanagh, Head teacher

Graham Willett, Vice Chair