



THE  
**ADEYFIELD ACADEMY**

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# Mobile Phone Policy

**Date:** September 2024  
**Review Date:** September 2026  
**Co-ordinator:** Miss C Rose

Signed by..... Dawn Mason (Principal)

Signed by..... Kim Bristow (Chair of Governors)

## **1. Introduction and aims**

At The Adeyfield Academy we recognise that mobile phones, including smart phones and smartwatches, are an important part of everyday life for our students, parents/carers and staff.

Our policy aims to:

- 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 and behaviour

This policy also aims to address some of the challenges posed by mobile phones and smartwatches 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. Roles and responsibilities**

All staff (including teachers, education 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, leading on behaviour is responsible for monitoring the policy annually, reviewing it, and holding staff and students accountable for its implementation. The Governing Body will work with The Leadership Team to ensure the policy is robust and fit for purpose.

## **3. Use of mobile phones by staff**

### **3.1. Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the academy) should avoid making or receive calls, or send texts, while students are present. Where possible, all staff should endeavour to make/receive calls or send texts out of sight of any student. Making personal calls must be ideally restricted to non-contact time, and must be in areas of the academy where students are not present, such as the staff room, or office.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during school time. For instance:

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

The Principal will decide on a case-by-basis whether to allow for special arrangements. If special arrangements are not deemed necessary, academy staff can use the academy office number as a point of emergency contact.

### **3.2. 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 further information, please refer to the GDPR 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 is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using academy equipment only.

### **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
- Sending work emails

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
- Considering adding anti-virus software to their device which can be requested from the IT department

## **4. Use of mobile phones by students**

The Adeyfield Academy accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about students

travelling alone on public transport or significant distances to the academy. It is acknowledged that providing students with mobile phones gives parents reassurance that they can contact their children if they need to speak to them urgently.

It is the responsibility of students who bring mobile phones or smartwatches to the academy to abide by the guidelines outlined in this document.

- Students should protect their phone numbers by only giving them to friends and keeping a note of whom they have given them to. This can help protect the student's number from falling into the wrong hands and guard against insulting, threatening or unpleasant voice, text and picture messages.

#### **4.1. Mobile phone use on site**

- If mobile phones and/or smartwatches are brought into school by students, they should not be used between the hours of 8.30am and 3.00pm (apart from the time function on a smartwatch). This includes both break and lunchtime or on school site before 3pm
- Students in year 12 and 13 can use their phone in the 6th form study area only
- Students do not need to access applications other than the time via their smartwatch during the school day
- Parents are reminded that in cases of emergency, the School Reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way
- If students need to speak with parents they should contact a member of the pastoral team/office

#### **4.2. Unacceptable uses**

- It is forbidden for students to use their mobile phones to take videos and pictures of acts to denigrate and humiliate any member of the school community, and/or to send the pictures to other students or upload it to a website for public viewing
- Using mobile phones to photograph or film any member of the School Community without his/her consent
- Using mobile phones to bully and threaten other members of the School Community is unacceptable and will not be tolerated. It can be a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced
- Students using mobile phones to bully any member of the School Community will face disciplinary action and it may be appropriate for the school to consider involving the police
- Mobile phones are not to be used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school
- Students must not use photo or video capability on mobile phones which could bring the school's name into disrepute
- Students must not use their mobile phone as an internet 'hotspot' for any reason
- The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of Blended Learning devices
- Mobile phones and smart watches are banned from all examinations

### 4.3. Sanctions and academy actions

Students who infringe the rules set out in this document will face having their phones confiscated by staff and receive a 30 minute detention for that day. The mobile phones will be taken to the Student Support Hub

- **Confiscation 1:** The phone will be returned to the student after detention at the end of the Day. The incident will be logged on Edulink.
- **Confiscation 2:** The phone will only be returned if collected by the parents/carers. The incident will be logged on Edulink and a detention will be issued.
- **Confiscation 3:** The phone will only be returned after a meeting has been scheduled with the student, parent/carer(s), the Head of Year and/or a senior member of staff. The incident will be logged on Edulink and a detention will be issued.

Note, if a mobile phone has to be confiscated due to safeguarding concerns then the above steps do not have to be followed and the academy have the right to confiscate the phone for a prolonged period of time i.e if the police request it.

A formal record of confiscated phones is kept up to date and held in the Student Support Hub. They will keep a log of phones confiscated by staff and also of subsequent collection by parents/carers.

If we deem it necessary to search a student's mobile phone this will be carried out by a member of the Safeguarding Team.

### 4.4. Procedures for confiscation

- The member of staff who confiscates the phone will take the phone directly to the Student Support Hub
- The member of staff who confiscates the phone will inform the student and add the incident to Edulink and issue the detention
- If the mobile phone is to be kept overnight it will be labelled in an envelope and kept in the Student Support Hub
- A parent/carer should collect the phone from the academy at the end of that day at the earliest, and sign for the phone acknowledging receipt
- If it is the third confiscation the phone will not be returned until the meeting as outlined above has taken place
- Failure to hand over the phone will result in a more serious consequence due to defiance

## 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 academy site during the school day.

This means:

- Not taking pictures or recordings of students, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not distribute more widely including 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 school 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 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 school day. They must not try to contact their child on his/her personal mobile during the school day.

## **6. Loss, theft or damage**

- Students should mark their mobile phones clearly with their names using an indelible ink
- To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them safely secured and out of sight.
- Mobile phones that are found in the academy and whose owner cannot be located should be handed in to Reception
- The academy accepts no responsibility for replacing lost, stolen or damaged mobile phones
- The academy accepts no responsibility for students who lose or have their mobile phones stolen or damaged travelling to and from the academy, during school trips, on residential activities and in extra-curricular time
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen)
- Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared
- Confiscated phones will be stored in the Student Support Hub in a secure location

## **7. Monitoring and review**

The Adeyfield 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 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