



# St. Edward's Church of England Academy

## Mobile Phone Policy

Approved by Trustees  
Last Reviewed in: July 2024  
Next Review due by: July 2025  
Non Statutory Policy



St Edward's  
Church of England  
Academy

## The Vision for Education at our Academy

***Jesus says, "I have come that they may have life and have it in all its fullness."  
John 10:10***

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

**...we are 10:10 people.**

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

***"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."***

**Jeremiah 29:11**

***"Be strong and courageous.  
Do not  
be afraid; do not be  
discouraged for  
the Lord your God will be with  
you wherever you go."***

**Deuteronomy 31:6**



***"I no longer call you  
Followers. Instead I call  
you friends."***

**John 15:15**

***"Show proper respect to everyone"***

**1 Peter 2:17**



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## 1. Introduction and aims

At St Edward's Church of England Academy, 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.

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 and volunteers
- Support the Academy's other policies, especially those related to child protection and behaviour
- To support our Vision for education
- To adapt to the changing learning environment and the development of remote learning

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

The Principal and Trustees are responsible for monitoring the policy, reviewing it, and holding staff and pupils 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 school) are not permitted to make or receive calls, or send texts, while leading a class or directly supervising pupils. Use for personal reasons of mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room). There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

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

The 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 01538 714740 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. Please refer to our GDPR and ICT Acceptable Use Policy.

#### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents or pupils, 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 pupils.

Staff must not as a rule use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If mobile phones are utilised for such purposes they must be linked to teaching and learning activities and all content deleted immediately once the activity is completed.

If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment where ever possible.

Staff are able to access their school emails and Microsoft Teams via their mobile phone but phones must be kept securely and have the highest level of security to stop access by anyone other than the member of staff. Any breaches or access of this nature should be reported



immediately to the Data Protection Coordinator Mrs S Morris Fear in line with the Academy GDPR policy.

### **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
- Use Academy iPad or equivalent wherever possible to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

### **3.5 Work phones**

Some members of staff are provided with a mobile phone or may use their personal mobile phone by instruction from the Principal for work purposes.

Only authorised staff are permitted to use school 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 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 pupils

Pupils are allowed to bring a mobile to school in order to keep them safe. For instance

- Travelling to school by themselves
- Young carers who need to be contactable
- Communicating with parents/carers at the start and end of the Academy day

Pupils are allowed to bring phones in to the Academy, but these should be turned off and stored safely upon entering the Academy site. **Phones must not be seen, used or heard during the Academy day.**

At the direction of the teacher for classroom activities/trips and visits/educational activities only.

Although we do permit pupils to bring their phones into the Academy, it is paramount that these are switched off and left in pupil's bags at all times. Should pupils not adhere to these rules then their phone will be confiscated until the end of the day, where we would also ask parents / carers to collect their child's phone from the Academy. After this, we will enforce that the pupil does not bring their phone into school for the remainder of the term. If there are any further issues, then further sanctions will be put in place in line with our Academy behaviour policy.

### 4.1 Sanctions

If a pupil's mobile phone is seen or heard during the Academy day (once a pupil is on the Academy site including Bus Park). The following sanctions will be applied:

Phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

If they are confiscated, a parent/carer will be required to collect this from the Academy office at the end of the Academy day. Pupils will not be allowed to do this.

Depending on the nature of the mobile phone incident further sanctions may be applied in line with the Academy Praise and Rewards (Behaviour for Learning) Policy.

If necessary we may be required to access the content of the mobile phone and search the pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The



DfE guidance allows staff to search a pupil's phone if you 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.

If inappropriate content is found parents/carers and potentially the Police will be contacted and sanctions will be applied in line with the Praise and Rewards (Behaviour for Learning) Policy.

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.

Such conduct includes, but is not limited to:

- Sexting
- Up skirting
- 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
- Trolling
- Online bullying
- Grooming
- The creation or distribution of indecent/inappropriate images

## **5. Use of mobile phones by parents, volunteers and visitors**

Parents, visitors and volunteers (including Trustees and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, 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 posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil





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

Parents must use the school 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**

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The Academy 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.

Confiscated phones will be stored in the school office in a secure location.

Lost phones should be returned to the School Office. The school will then attempt to contact the owner.



## **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 during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. 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
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. 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.
11. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. 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 turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.



## Appendix 2: Permission form for pupils to use mobile phones during lessons

PUPIL AND LESSON DETAILS	
<b>Pupil name:</b>	
<b>Date:</b>	
<b>Class/lesson details:</b>	

PURPOSE
Teachers should fill out this box explaining how the phones will be used during the lesson

### Pupil agreement

I understand that I am being allowed to use my phone during lesson time as part of an educational or class activity.

I will not use my phone for any other purpose than the one listed above. If my teacher, or any other member of staff, finds that I'm using my phone for any other reason, I understand that it will be confiscated.

I understand that the Academy's code of conduct on the use of mobile phones still applies.

Pupil signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_



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