



HALEWOOD
ACADEMY

Mobile Phone Policy

2020-21



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1. Introduction and aims

1.1 Aims

At Halewood Academy, we recognise that mobile phones are an important part of everyday life for our students, 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 students, staff, parents and volunteers
- Support the school's Child Protection and Behaviour policies

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

1.2 Rationale

Aside from potential safeguarding issues, the rationale for this policy is that it has been shown that the effect of banning the use of mobile phones on school premises adds up to the equivalent of an extra week's schooling over a pupil's academic year. This is according to research by Louis-Philippe Beland and Richard Murphy, published by the Centre for Economic Performance at the London School of Economics (2015). We also have strong evidence that the misuse of mobile phones in school has caused issues around behavior for learning.

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 Academy's Senior Leadership Team are responsible for monitoring and reviewing the policy on an ongoing basis and holding staff and students accountable for its implementation.

3. Use of mobile phones by students

3.1 Student Use

The Academy recognises that parents/carers in the community feel the need for their children to have access to a mobile phone for communication with home. This helps with safeguarding and child protection especially in the winter months. Halewood Academy supports this approach wholeheartedly. To that end the academy has adopted the following mobile phone best use policy:

- Students are allowed to bring mobile phones to and from school to ensure their personal safety at all times.
- Students must not use a mobile device or electronic device including earphones or AirPods anywhere in school during the school day, except under the specific direction of a teacher, and in designated areas (See section 3.2). For the purposes of this policy, the Academy day begins the moment the student enters the Academy building and ends once the students leave the building. If a student brings their phone and phone accessories to the academy, on arrival they should be switched off and kept out of sight. The phone should not be seen or heard (including vibrate) throughout the academy day.
- Students who depend on their mobile device to help them with health issues (E.g. to measure blood sugar levels etc.) may use any suitable room as agreed to by their Progress Leader/Assistant Progress Leader.
- The phone can be switched back on upon leaving the academy building at the end of the day. It cannot be used before then including during break or lunch.
- Any student found using or known to have used their phone (including the use of earphones/AirPods) during the school day will have the phone and phone accessories confiscated.
- If the student is a repeat offender the academy can request a parent/carer to come in and collect the phone from the Academy. This may also be the case if a student's conduct is inappropriate when collecting a device.

- Any refusal to hand a phone over to members of staff will result in a student being placed in Isolation as per the Academy's behaviour policy. This would constitute the refusal of a reasonable request by a member of staff.

3.2 Designated areas:

Students can only use their mobile phone to listen to music on earphones/AirPods in a designated area of the school library whilst reading or working on a computer. This will be regularly reviewed and persistent abuse of the privilege may result in it being removed.

3.3 Contacting Students and Parents/Carers

In non-urgent situations parents wishing to contact their child during the academy day should ring the academy. We have a well-established and efficient system for getting messages to students and pastoral support if it is needed.

Students who need to contact parents during the course of the academy day should speak to their Progress Leader or Assistant Progress Leader, who may make a phone available.

3.4 Sanctions

If a phone is seen by a member of staff it may be confiscated by them. Schools are permitted to confiscate phones from students under sections 91 and 94 of the Education and Inspections Act 2006. Appendix 1 sets out the warning and communication process for the confiscation of phones.

Any refusal to hand a phone over to members of staff will result in a student being placed in Isolation as per the Academy's behaviour policy. This would constitute the refusal of a reasonable request by a member of staff.

If we have reason to believe the phone contains inappropriate images, or if it is being/has been used to commit an offence or cause personal injury, staff have the power to search students' phones, as set out in the DfE's guidance on searching, screening and confiscation. This will always be done by members of the Senior Leadership Team or Progress Team.

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:

- Sharing nudes and semi-nudes
- 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
- The filming of others in the Academy

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise involved/employed by the academy) are not permitted to make or receive calls, or send texts, while students are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as offices, work areas and the staff room).

There may be circumstances in which it is 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

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, 0151 477 8830, as a point of emergency contact.

4.2 Safeguarding

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

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or students.

4.3 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
- Staff who use their mobile phone to upload images of students or their work (for whom we have parental permission) on official school social media accounts or the school website

In these circumstances, staff will use their mobile phones in an appropriate and professional manner

4.4 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the Trust's staff disciplinary policy for more information.

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 school site during the school day.

This means:

- Not taking pictures or recordings of students, unless it's a public event, 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 school.

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

Students bringing phones to school must ensure that the phone is stored securely and is out of sight when not in use.

Students 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 phone.

Where a mobile phone is brought into school, it is entirely at the student's and parents' own risk. The School accepts no responsibility for the loss, theft or damage of any phone or electronic device brought into school.

(Ref: Section 94, Education and Inspections Act 2006 states that "where a teacher disciplines a pupil by confiscating an item, neither the teacher nor the school will be liable for any loss or damage to that item. Equally, there is no statutory liability on schools for items that go missing in other ways.")

Confiscated phones will be stored in the Main Office in a secure location and must be signed out by the student or parent/carer upon return.

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

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of students' education, behaviour and welfare. The policy will be reviewed regularly on an ongoing basis. When reviewing the policy, the school will take into account:

Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix 1: Mobile phone acceptable use agreement for students

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons or activities.
2. Phones must be switched off (not just put on 'silent') and remain out of sight.
3. You cannot take photos or recordings (either video or audio) of school staff or other students.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's passwords or pin codes with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
7. Don't use your phone to send or receive anything that may be criminal.
8. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Students who depend on their mobile phone to help them measure blood sugar levels etc. may use the allocated room/area as agreed with by the Progress Leader.
10. You must comply with a request by a member of staff to hand over a phone. Any refusal to hand a phone over to members of staff will result in a student being placed in Isolation under the Academy's behaviour policy. This would constitute the refusal of a reasonable request by a member of staff.
11. 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 turn them over to an exam invigilator upon entering the test room. Bringing a mobile phone into the test room and not handing it over, can result in your exam being declared invalid.

Appendix 2: Mobile phone information for visitors

Use of mobile phones in our school -

- Please keep your mobile phone on silent while on the school grounds
- Please do not use phones where students are present. If you must use your phone, you may go to an office, the staff room or outside
- Do not take photos or recordings of students or staff
- Do not use your phone in lessons, or when working with students

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

Appendix 3: Confiscation of mobile phones

The table below sets out the process for when a student breaches the policy and sets out the appropriate sanction

Occasion	Sanction	Communication
1 st	Mobile phone and/or earphones/AirPods are confiscated and placed in the main office. If the student refuses to hand over the device or accessories, then the student will be placed in to Isolation	Student is reminded of the expectations and the mobile phone is returned to the student at 3:00pm. Parents are informed via message or phone call. Additionally, a letter is sent out from the main office to the parent/carer to remind them of the acceptable use of mobile phones, and of the confiscation process.
2 nd	Mobile phone and/or earphones/AirPods are confiscated and placed in the main office. If the student refuses to hand over the device or accessories, then the student will be placed in to Isolation	The mobile phone is returned to the parent/carer. Parents are informed via message or phone call. Additionally, a letter is sent out from the main office to the parent/carer to remind them of the acceptable use of mobile phones, and of the confiscation process.
3 rd and onwards	Mobile phone and/or earphones/AirPods are confiscated and placed in the main office. If the student refuses to hand over the device or accessories, then the student will be placed in to Isolation	Parent/carer is required to attend a meeting to discuss the ongoing issues of mobile phone use. The mobile phone is returned to the parent/carer at the meeting.