

EAST LONDON ARTS & MUSIC



THE INDUSTRY ACADEMY

MOBILE PHONE POLICY

DAYONE
TRUST

Date	Action
7 September 2021	MAT Approved

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1. Introduction and aims

At ELAM we recognise that mobile phones, including smart phones, are an important part of everyday life for our trainees, parents and staff, as well as the wider school community. The policy covers mobile phones and smart technology.

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

The Assistant Principal Inclusion is responsible for monitoring the policy every year, reviewing it, and holding staff and trainees accountable for its implementation.

3. Use of mobile phones by staff

The Academy recognises that personal mobile phones have the potential to be used inappropriately.

- Mobile phones should never be used to take photographs or videos of trainees
- Personal mobile phones should not generally be needed or used by staff, except as set out in the guidelines below.
- Should Staff need to use their mobile phone, best practice is that mobile phones, wherever possible, should not be used in the presence of the trainees. ●

- Mobile phones should not be used during lesson times either to make or receive calls, unless there is an emergency.
- Staff should never give their mobile phone number to any trainee. This also includes past trainees under the age of 18 years or those above age 18 years.
- Staff should exercise caution when giving their mobile number to parents as this could be misconstrued. The school is aware that some staff members are also parents at the school.
- Do not use your mobile phone to communicate arrangements to parents, even if it's for emergency purposes.
- Trips and Visits Offsite: The staff member in charge should take one of the school mobile phones when off site. This phone should be used when communicating with parents. Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
- No photographs, videos or images of children should be captured using a personal mobile phone in any setting.

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the academy) are not permitted to make or receive calls, or send texts, while teaching a lesson or conducting a session with trainees. Use of personal mobile phones where possible should be restricted to non-contact time, and to areas of the academy where trainees are not present (such as the staff room/office).

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 academy
- 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.

More detailed guidance on data protection can be found in the Academy's data protection policy and Online safety and acceptable use policy.

3.3 Safeguarding

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

More detailed guidance on data protection can be found in the Academy's Online Safety policy and ICT acceptable use policy.

Staff must not use their mobile phones to take photographs or recordings of trainees, their work, or anything else which could identify a trainee. 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 must refrain from using unauthorised apps which require trainees information or deemed inappropriate to be accessed via the Academy's internet connection. More detailed guidance on data protection can be found in the Academy's data protection policy and ICT acceptable use 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

More detailed guidance on data protection can be found in the Academy's data protection policy and ICT acceptable use policy.

The Principal may consider allowing staff to use personal mobile phones when supervising residential visits or school trips to make their contact details available to trainees and parents. This will only be allowed if a school mobile or a SIM card is not available.

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 trainees, their work, or anything else which could identify a trainee
- Refrain from using their phones to contact parents. If necessary, contact must be made via the academy office

3.5 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 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 trainees

- Trainees are entitled to bring a mobile phone to school. We appreciate that these are an important element of people's lives in the modern age and can play a positive role in learning when used appropriately. We know you understand your responsibility and will adhere to this policy.
- Mobile phones may only be used in the building during break and lunch times.
- Where a trainee does not have a lesson, their mobile phone should be only used in the trainee's recreational area.
- Mobile phones should only be visible in class with the permission of the class teacher.
- If you are seen using your phone by a member of staff outside of the designated areas, the phone may be confiscated and can be collected from the main reception at the end of the day.
- Refusal to hand over your phone to any member of staff will be considered a Serious Incident and you will be sanctioned in accordance with the Academy's Behaviour Policy.
- The above conditions apply to any additional electronic accessories i.e. earphones, headphones, etc.
- Trainees must adhere to the Academy's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).

4.1 Sanctions

Breaching the mobile phone policy may result in the following:

- Have the item confiscated by a member of staff and it will be placed in a labelled envelope in the academy safe in the main academy office and it should be collected at the end of the school day. (Schools are permitted to confiscate phones from trainees under sections 91 and 94 of the Education and Inspections Act 2006).
- Trainees who repeatedly use mobile phones or devices during the school day will have the item confiscated as above and will need a parent / carer to collect it from the academy.
- Repeated use of mobile phones will be considered to be defiance and this will be dealt with in line with the Behaviour for Learning Policy.
- Trainees who refuse to hand over a mobile phone or device when requested to do so will be referred to a member of the Senior Leadership team who will take the appropriate action..

Staff have the power to search trainees' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows staff to search a trainee's phone if they 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.

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

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 academy site during the school day.

This means:

- Not taking pictures or recordings of trainees, 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 trainees

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 trainees, their work, or anything else which could identify a trainee

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

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

Trainees 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, smart technology or accessories that are lost, damaged or stolen on academy premises or transport, during school visits or trips, or while trainees are travelling to and from school.

7. Monitoring and review

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

- Feedback from parents and trainees
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Linked policies:

Safeguarding and Child Protection policy

Behaviour policy

Staff Code of Conduct

Online Safety policy

APPENDICES

Appendix 1: Code of conduct/acceptable use agreement for trainees

Code of conduct/acceptable use agreement

"I agree" to obey the following rules if I bring your mobile phone or smart technology 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 trainees.
4. You cannot take photos or recordings (either video or audio) of academy staff or other trainees 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 trainees 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 academy's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. 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 academy's behaviour policy and will be dealt with accordingly.
13. 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: Template mobile phone information slip for visitors

Use of mobile phones in our academy

- Please keep your mobile phone on silent/vibrate while on the academy grounds
- Please do not use phones where trainees are present. If you must use your phone, you may go to Reception
- Do not take photos or recordings of trainees (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with trainees

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 office.

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