



## Introduction and Aims

At Hall Cross we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers 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/carers and volunteers
- Support the school'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 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

## Roles and Responsibilities

### 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 is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

### Governors

The governing body is responsible for the annual review of this policy. They must challenge senior leaders as to the safe implementation of this policy.

## Use of mobile phones

### Staff

#### Personal Devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during lessons.

.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during lesson time. For example:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- Administering lesson activities such as registers, assessment tools or tracking documents etc.

### 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.

### Safeguarding

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



Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done wherever possible using school equipment.

Where staff are implementing the use of classroom apps or programmes that require the use of a member of staff's mobile phone, this must be in accordance with the ICT Acceptable Use Policy.

## 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 (link trips policy)
- Supervising residential visits (link residential policy)

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 pupils, their work, or anything else which could identify a pupil.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or a designated school mobile phone number.

## Work phones

Some members of staff are provided with a mobile phone by the school 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.

## Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

## Pupils

Hall Cross Academy understands that many parents wish their child to have a mobile phone in their possession as they make their way to and from school each day. This is a reflection of parental concerns where students travel to school or their own, or where they are young carers who may need to be contactable. We also understand that many parents rely on the functionality of 'smart phones' such as tracking software or communication apps to keep in touch with their child at these times of the day.

As such, students at Hall Cross Academy are permitted to bring a mobile phone to school with them each day subject to the following stipulations:

- Permitted use of mobiles phones at break and lunch times
- At all times, except break and lunch times, mobile phones should not be visible and should be silent
- Mobile phones are permitted in lessons for assessment and learning purposes at the discretion and explicit direction of a member of staff
- At the direction the teacher during trips and visits

Pupils must adhere to the Trust's Acceptable Use policy, a copy of which can be found on our website.

## Sanctions

Where a pupil is in breach of this policy, phones can and may be confiscated - this is permitted under sections 91 and 94 of the [Education and Inspections Act 2006](#).



Where a mobile phone has been confiscated it is at the discretion of the school to decide on how this phone will be returned to the pupil. For example, where a phone has been used in a lesson without permission, the teacher can decide if it is returned at the close of the lesson or at the end of the day. Where the use of a mobile phone has more serious consequences, a member of the leadership team may contact parents to advise that they must come to the school to collect the phone.

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 (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

Where concerns are raised over pupil safety, staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation 2022](#). The DfE guidance allows you 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.

In the event that the school finds inappropriate content on a phone, or if they suspect inappropriate behaviour, this will be reported to the Designated Safeguarding Lead and an appropriate member of the Senior Leadership Team. The nature of the inappropriate use of the phone will determine the actions/follow; where appropriate the police or other agencies will be involved.

## **Parents/carers, volunteers and visitors**

Parents/carers, 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 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/carers, 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/carers or volunteers supervising school trips or residential visits must not:

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

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out above.

Parents/carers 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.

## **Loss, theft or damage**

Pupils bringing phones to school must ensure that phones 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 school 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.

Pupils and parents/carers are aware of the disclaimer above as published on the schools website alongside this policy and [parental communication letter](#). Routine communications will be provided to parents to remind them of the schools acceptable use of mobile phones in school expectations.

If it is necessary to confiscate a phone from a pupil, confiscated phones will be stored in a secure location. The school accepts no responsibility for the confiscated phone where a pupil has been in breach of the mobile phone policy. It is the responsibility of the parent to decide whether a pupil needs to have a phone for school purposes, and where there is non compliance to the schools policy, the parent/carer accepts this responsibility. We expect parents/carers to work alongside the school in the implementation of this policy to ensure as a collective we can still provide pupils with this privilege.

Lost phones should be returned to the office, where the school will then attempt to contact the owner.