



## **Digital Device Policy**

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**Date of Policy: Summer 2022**

**Committee: Staffing and Students**

**Next Review Date: Summer 2024**

**The School will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to the school's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.**

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## 1. Introduction and aims

At Alperton Community School, we recognise that mobile phones, including smart 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 other policies, especially those related to safeguarding, 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
- Safeguarding of students and adults in school
- Data protection issues
- Potential for disruption to lessons and learning
- Risk of theft, loss, or damage
- Appropriate and inappropriate use of technology

## 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 Headteacher is responsible for monitoring the policy every **2** years, reviewing it, and holding staff and students 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 use their mobile phones while in lessons or working with students. 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 the staff rooms or faculty bases)

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 headteacher 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 number (020 8902 2038) as a point of emergency contact and a message will be relayed to the member of staff.

### 3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

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Staff are allowed to use the school website and Google services on their device using their school account. This includes our management information system, Bromcom. However, staff are not allowed to share this data with anyone outside the organisation.

## 3.3 Safeguarding

Staff must not give their personal contact details to parents or students, including connecting through social media and messaging apps. Please see the **Staff IT and Information Systems Acceptable Use Policy** for information.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or students. Any requests by students must be rejected on social media and the request reported to the pastoral manager.

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 school equipment. Equipment is available for the library or request from ICT support.

Staff are able to access the Internet via their mobile phone in school. By doing so, you are agreeing that all use is monitored and logged and is subject to the Staff 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 are not limited to:

- Emergency evacuations
- When communicating from home, for example, during periods of online learning. Advice will be provided on how to use “no caller ID” from personal devices.

For all other circumstances staff will have school phones for the following, but not limited to:

- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use mobile phones in an appropriate and professional manner, in line with our staff code of conduct.

## 3.5 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 else 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.

## 4. Use of mobile phones by students

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We strongly recommend that students do not bring mobile phones into school. We do, however; understand that students will have a mobile phone in school for specific reasons. This includes, but is not limited to:

- Travelling to school by themselves and/or using public transport
- Young carers who need to be contactable

Smartphones are not allowed in school for Year 7 to 11. Sixth Form students are allowed to bring in smartphones but they are only to be used in designated areas in school.

If a student in Year 7 to 11 has to bring a mobile phone into school, it must be a simple feature phone. When in school, phones must:

- Switched off and out of sight, e.g. in a school bag.

## 4.1 Sanctions

If a mobile phone is seen in school, the staff member will confiscate the device.

Schools are able to confiscate mobile phones under sections 91 and 94 of the [Education and Inspections Act 2006](#). If a mobile phone is confiscated then the following will apply:

- A record of confiscation will be made on the student's behaviour record.
- On the first instance of confiscation then the phone will be returned at the end of the day after a conversation with the pastoral manager or a member of the senior leadership team.
- Any subsequent mobile phone confiscations then the phone will be held until a meeting with the parent is completed.
- Any confiscation following a parental meeting, the device will only be returned at the end of the term in which it was confiscated. This will be communicated to parents and the phone held securely until the last day of term when a parent must collect the device.

This approach is in line with our Behaviour Policy

If a mobile phone is confiscated and it is suspected that it contains images or other content that the school suspects is either age inappropriate or is a safeguarding and child protection concern, then designated staff have the power to search students' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#).

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.

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 or peer-to-peer abuse
- 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 school 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

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- 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 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 school's policy for students 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

Students bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when in school in a zipped pocket or schoolbag

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 phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches that, if on a school phone, would need to be reported to the Data Protection Officer (DPO).

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 students are travelling to and from school.

We will ensure that students, parents and staff are aware of these conditions by:

- Put signs up in the school entrances, classrooms and offices
- Include disclaimers in your permission forms for bringing a phone to school
- Include a disclaimer in your home-school agreement (if you have one)
- Provide a link and reference of your policy and disclaimer to new students and parents

Confiscated phones will be stored in a secure place, not accessed by other students, for example, a locked drawer or filing cabinet. The safekeeping of confiscated mobile phones will be the responsibility of the school until it has been returned to the student and/or parent.

Lost phones should be returned to Lost Property (Pastoral 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 on students' education, behaviour and welfare. When reviewing the policy, the school 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

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## 8. Appendix I: Permission form allowing a student to bring their phone to school

STUDENT DETAILS	
<b>Student name:</b>	
<b>Year group/class:</b>	
<b>Parent(s) name(s):</b>	

The school has agreed to allow \_\_\_\_\_ to bring his/her mobile phone to school because he/she:

Please tick appropriate responses:

- Travels to and from school alone
- Is a young carer
- Is attending a school trip or residential where use of mobile phones will be allowed
- Needs the phone for an educational activity during class time
- Attends before or after-school where a mobile phone is required for the activity, or to contact parents
- Other (please state) \_\_\_\_\_

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.

The school reserves the right to revoke permission if pupils don't abide by the policy.

Parent signature: \_\_\_\_\_ Date : \_\_\_\_\_

Student signature: \_\_\_\_\_ Date : \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	
<b>Review Date</b>	

## **9. Appendix 2: Template mobile phone information slip for visitors**

Print out copies of this slip to give to visitors when they arrive at your school. Adapt the template to reflect section 5 of this policy.

### **Use of mobile phones in our school**

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

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

A full copy of our mobile phone policy is available from the school office.