



# Use of Personal Mobile Phones and Devices Policy

Document date: January 2023



*Together, pursuing life in all its fullness*

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes</b>
V1	June 2021	Louise Beale	Initial Issue
V1.1	March 2022	Louise Beale	Insertion of MFA in paras 2.4 and 4.2 and amend wording of para 3.2
V1.2	January 203	Louise Beale	Updates to clauses 2.6 and 2.7

<b>Review frequency</b>	3 years
<b>Review date</b>	January 2026
<b>Ratified by</b>	Trust Leadership Team
<b>Date of ratification</b>	16 <sup>th</sup> January 2023
<b>Lead/owner</b>	Head of Operation and Compliance
<b>Target audience</b>	All staff and volunteers
<b>Document reference</b>	POL-DP13

The electronic version is the definitive version of this document.

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## **1. Aims**

1.1 The Diocese of Coventry Multi Academy Trust recognises that personal communication through mobile technologies is an accepted part of everyday life for learners, staff and parents/carers, but technologies need to be used safely and appropriately within our academies.

1.2 Personal devices include, but are not limited to, mobile phones, smart watches, tablets, iPods, MP3 players, and games consoles.

## **2. General Expectations**

2.1 All use of personal mobile phones and devices will take place in accordance with the law and other appropriate policies, including Acceptable Use, Anti-bullying, Behaviour, Safeguarding, Confidentiality, Privacy Notices and Codes of Conduct.

2.2 Mobile phones and personal devices are not permitted to be used in specific areas within academies such as changing rooms, toilets and swimming pools.

2.3 The Trust accepts no responsibility for replacing lost, stolen or damaged personal mobile phones or devices.

2.4 Electronic devices must not be used to:

- Record, take or share images, video and audio (unless using academy devices for educational purposes);
- Store and/access inappropriate/undesirable imagery or material, including those which promote pornography, violence or bullying of any description or which may be offensive, derogatory or otherwise contravene Trust or academy Behaviour, Safeguarding or Code of Conduct policies;
- Record, take or share any images, video and audio of other students or staff at the academy;
- Send abusive or inappropriate messages or content.

2.5 Staff may be asked to use their personal devices for Multi Factor Authentication to access work devices.

2.6 Staff and volunteers (excluding AGC members and Directors) may use their personal devices to access trust emails, calendars and academy data, however this must only be conducted via the web browser solution only. No trust data can be stored on personal devices.

2.7 Academy Governance Committee members and Directors are not issued with Trust devices, but in general are not handling personal data. As such AGC members and Directors may use passcode protected personal devices to access trust emails, calendars and academy data. Downloading Trust data should be kept to a minimum and deleted as soon as possible after use. Any personal data shared with AGC members or Directors (for example in the event of exclusion or complaints panels or similar) should be in password protected attachments.

### **3. Student Use of Personal Mobile Phones and Devices**

3.1 Students will be educated regarding the safe and appropriate use of personal mobile phones and devices and will be made aware of boundaries and consequences.

3.2 Pupils and students' personal mobile phones and devices must be used in accordance with academy procedures.

3.3 Personal mobile phones and devices should only access the internet via academy student Wi-Fi networks to ensure appropriate and relevant filtering is in place. Unauthorised use of networks or attempts to circumnavigate networks may result in access being withdrawn. Where use of mobile networks (e.g. 4G) is used to circumnavigate appropriate filters, permission to use personal devices may be withdrawn.

3.4 Mobile phones or devices will not be used by students during lessons or formal educational time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.

3.5 Mobile phones and personal devices must not be taken into examinations. Students found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.

3.6 Staff may confiscate a student's mobile phone or device if they believe it is being used to contravene the academy Behaviour or Anti bullying policies or could contain youth produced sexual imagery (sexting).

3.7 Searches of mobile phone or personal devices may be carried out, in accordance with the DfE "[Searching, screening and confiscation at school](#)" guidance document. This gives Headteachers and staff authorised by them a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have pornographic images or images likely to cause personal injury to any person (including the pupil), or any other content prohibited in this policy. Academy staff are expected to read and follow the guidance above, in particular Section 15 relating to Statutory guidance for dealing with electronic devices.

3.8 If a student breaches this policy, personal mobile phones or devices may be confiscated. They will be stored securely and released to parents/carers at the end of the day.

3.9 If there is suspicion that material on a student's mobile phone or personal device may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

3.10 The Trust accepts no responsibility for replacing lost, stolen or damaged mobile phones or devices.

3.11 The Trust accepts no responsibility for students who lose or have their mobile phone or device stolen while travelling to and from the academy.

## 4. Staff Use of Personal Mobile Phones and Devices

4.1 Headteachers and other designated staff needing to use a mobile phone for work related purposes are provided with a Trust mobile phone and should use this only for work related purposes.

4.2 Staff must not use their mobile phone or personal devices for work related purposes (with the exception of Multi Factor Authentication). This includes:

- not using personal mobile phones or devices for contacting learners or parents and carers;
- not using personal mobile phones or devices to take photos or videos of learners and only using work provided equipment for this purpose;
- refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps;
- avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils;
- not use their personal mobile phone or device 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 using academy equipment.

4.3 Staff are advised to:

- keep personal mobile phones and devices switched off or 'silent' mode in a safe and secure place during lesson time;
- ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times;
- not use personal mobile phones or devices during teaching periods, unless written permission has been given by the Headteacher, such as in emergency circumstances;
- ensure that any content bought onto site via personal mobile phones and devices are compatible with their professional role and expectations.

4.4 Members of staff will have access to a work phone, where contact with learners or parents/carers is required. When using a work device:

- 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 codes of conduct;
- academy devices must be suitably protected via a passcode/ pin and must only be accessed or used by members of staff;
- The Trust reserves the right to search the content of any work provided devices at any time as part of routine monitoring.

4.5 We recognise that mobile phones and devices provide a useful means of communication on offsite activities, however staff should ensure that:

- personal mobile phone or device use on these occasions must be appropriate and professional;
- personal mobile phones and devices are not used to take photographs or recordings of pupils, their work, or anything else which could identify a pupil;
- personal mobile phones and devices should not be used to make contact with parents during trips – all relevant communications should be made via the academy office;

- where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their mobile phone or device to take photographs of children.

4.6 If a member of staff breaches this policy, action will be taken in line with the Trust's employee Code of Conduct Policy.

4.7 If a member of staff is thought to have illegal content saved or stored on a personal mobile phone or device or have committed a criminal offence, the police will be contacted.

## **5. Visitors' Use of Personal Mobile Phones and Devices**

5.1 Parents/carers and visitors (including volunteers and contractors) are requested not to use their mobile phone or devices in areas where pupils are present. Mobile phones or devices should be kept in bags, unless permission has been given e.g. contractors using phones for servicing.

5.2 Personal mobile phones and devices must be used in accordance with our acceptable use policy and other associated policies, such as: anti-bullying, behaviour, safeguarding and image use.

5.3 We will ensure appropriate signage and information is displayed and provided to inform parents, carers and visitors of expectations of use.

5.4 Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL (or deputy) or Headteacher of any breaches of this policy.