



Kingsdale Foundation School

Mobile phone policy

OPERATIONAL DRAFT

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1. Introduction and aims

At Kingsdale we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, 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 pupils, staff, parents 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

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.

2.2 Governors

This policy will be reviewed and approved by the Governors in line with the normal cycle of policy review.

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 routinely permitted to make or receive calls, or send texts while engaged in teaching classes.

Use of personal mobile phones should be restricted to non-contact time, and to areas of the school where pupils are not present (such as faculty offices/staff room etc.). Staff should not be using personal mobile phones in the Atrium.

Staff should ensure that all devices are secured appropriately, including with password protection.

3.2 Data protection

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

Please refer to the school's Data Protection Policy for further information.

3.3 Safeguarding

Staff are not permitted to provide their personal contact details to parents 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 or pupils.

Staff should refer to the school's Staff Code of Professional Conduct for further information in this regard.

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 undertaken using school equipment.

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

Please refer to the school's policy on Trips & Educational Visits.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our Staff Code of Professional Conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil

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 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 Professional Conduct.

4. Use of mobile phones by students

Students in Years 7-11

Kingsdale Foundation School 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 Kingsdale are permitted to bring a mobile phone to school with them each day subject to the following stipulations:

- › The value of the mobile phone must not be more than £100.
- › The phone must be registered with the school and logged on the database of authorised phone devices. Registration is completed by sending the following information to the email address phones@kingsdale.southwark.sch.uk stating clearly the name of the student, the tutor group of the student, the make and model of the mobile phone, the approximate value of the device and the IMEI number. Phones which are not registered on this database will be considered to be unauthorised devices. A template is located in Appendix 1 which may be used to provide this information.
- › A deposit of £25 (payable on ParentPay) must be paid for each registered device. This sum covers potential administrative costs in the event of loss, damage or theft of registered mobile devices. Please see Section 6 of this policy below.
- › On entry to the school site, students must switch off the mobile phone and ensure that it is kept out of sight for the duration of the school day. This would include, during movement time, at lunchtimes or before/after school in the school Atrium.
- › Students must also ensure that any attachments related to the mobile device, e.g. headphones etc., are also removed on entry to the school and are kept out of site for the duration of the school day. This would include, during movement time, at lunchtimes or before/after school in the school Atrium.
- › The mobile phone may be stored in the student's bag or in the student's allocated school locker.
- › Students are not permitted to use mobile phones to listen to music while working or to use their mobile device in any other capacity whilst on the school site. This includes as a clock, calculator etc.
- › The mobile device may only be switched back on at the end of the school day once the student has left the school site. Mobile devices and associated attachments, e.g. headphones, should not be visible in the school Atrium, walkways etc. once the end of school pips have sounded.

Students in the Sixth Form (Upper & Lower Sixth)

As the oldest students in the school community, it is understood that Sixth Form students may use their mobile devices to a greater degree to assist their learning and for self-organisation.

As such, Sixth Form students at Kingsdale are permitted to bring a mobile phone to school with them each day subject to the following stipulations:

- › The value of the mobile phone must not be more than £100.
- › The phone must be registered with the school and logged on the database of authorised phone devices. Registration is completed by sending the following information to the email address phones@kingsdale.southwark.sch.uk stating clearly the name of the student, the tutor group of the student, the make and model of the mobile phone, the approximate value of the device and the IMEI number. Phones which are not registered on this database will be considered to be unauthorised devices. A template is located in Appendix 1 which may be used to provide this information.
- › A deposit of £25 (payable on ParentPay) must be paid for each registered device. This sum covers potential administrative costs in the event of loss, damage or theft of registered mobile devices. Please see Section 6 of this policy below.
- › On entry to the school site, Sixth Form students must ensure that any mobile phone and associated attachments, e.g. headphones, are not visible and that such devices are kept out of sight in and around the **main school site** for the duration of the school day. This would include, during movement time, at lunchtimes or before/after school in the school Atrium.

- › Sixth Form students may utilise their mobile device in Sixth Form classrooms and the Sixth Form Centre. It is expected that this would primarily be for the purposes to support their education, e.g. use of ShowMyHomework etc. Sixth Form students are not permitted to use or display any mobile phone or device in the Upper School Library as this area is also used by students from the main school.

4.1 Sanctions

All staff are expected to actively enforce the school's mobile phone policy and to understand that the consistent application of this policy is the key to effectiveness.

It is noted that as a prohibited item, the school has the power and authority to identify and confiscate unauthorised mobile devices or devices which are used in breach of this policy and to retain such devices until arrangements are made as outlined below for the return of such devices.

A breach of the school's Mobile Phone Policy may be identified as follows:

- › Where a student has a clearly visible mobile phone in a situation where it is not permitted *and/or*
- › Where a student has a clearly visible mobile phone attachment, e.g. headphones, in a situation where it is not permitted
- › Where a student is openly using a mobile phone on the school site
- › Where a student is in possession of a device on the school site that exceeds the minimum value and/or is not registered on the school's database of authorised devices

Breaches of the school's Mobile Phone Policy that occur during lessons

In line with the school's Achievement and Behaviour Policy, breaches of behaviour expectations that occur in the classroom remain the responsibility of the class teacher and the relevant department/faculty. It is essential that all and any breaches are recorded accurately and followed up in line with school policy.

Situations where a mobile phone and/or associated devices is/are visible in a classroom situation should be dealt with a Stage 2 Warning in line with the school's Achievement and Behaviour Policy. This would require the recording of the breach on the Go4Schools behaviour system and the issuing of a teacher detention for a first offence. In addition, the teacher should confiscate the phone and pass it to their Head of Department who should arrange for the parent to be contacted to inform them of the breach and to arrange to collect the phone at a mutually convenient time.

Please note that there is some limited discretion for the phone to be returned to the student directly at the end of the school day in circumstances where it is deemed by the Head of Department that this is appropriate. This may include cases where a parent is genuinely unable to attend to school due to child care or other acceptable issues. This option would not normally be available in cases where a student has committed more than one breach or sustained breaches of this policy.

In cases where there may be a delay in the Head of Department contacting the parent, it is expected that the teacher who confiscated the item would contact the parent to advise them that the student does not have the phone on them. This will ensure that undue concern or anxiety is prevented if the parent is unable to reach the student.

Situations where a student is found to be actively using a mobile phone and/or associated devices in a classroom in contravention of this policy, may be dealt with as a Stage 3 Warning in line with the school's Achievement and Behaviour Policy. A Stage 3 Warning would also normally be issued in situations where a student refused to hand over a mobile phone or associated device when requested at Stage 2. Should a student continue to refuse such a request once a Stage 3 Warning is enacted, then this should be progressed to a Red Card severe breach of this school's behaviour expectations by the faculty Director.

Breaches of the school's Mobile Phone Policy that occur outside of lessons

Situations where a mobile phone and/or associated devices is/are visible in the wider school outside of lessons should be dealt with as a Yellow Card breach in line with the school's Achievement and Behaviour Policy. This would require the recording of the breach on the Go4Schools behaviour system and referral to the Head of Learning, In addition, the teacher should confiscate the phone and pass it to the relevant Head of Learning who should arrange for the parent to be contacted to inform them of the breach and to arrange to collect the phone at a mutually convenient time.

Please note that there is limited discretion for the phone to be returned to the student directly at the end of the school day in circumstances where it is deemed by the Head of Learning that this is appropriate. This may include cases where a parent is genuinely unable to attend to school due to child care or other acceptable issues. This option would not normally be available in cases where a student has committed more than one breach of this policy.

In cases where there may be a delay in the Head of Learning contacting the parent, it is expected that the teacher who confiscated the item would contact the parent to advise them that the student does not have the phone on them. This will ensure that undue concern or anxiety is prevented if the parent is unable to reach the student.

Situations where a student is found to be actively using a mobile phone and/or associated devices in the wider school in contravention of this policy can be dealt with at the Yellow Card stage at the discretion of the member of staff (dependent on the usage) or at the Red Card stage for more open breaches, in line with the school's Achievement and Behaviour Policy. A Red Card would also normally be issued in situations where a student refused to hand over a mobile phone or associated device when requested at the Yellow Card stage.

4.2 School searches for unauthorised mobile phones

In line with best Safeguarding practise, the school will from time to time, organise searches for prohibited items, which may also include unauthorised mobile phones. In such cases, it is likely that a breach of this policy will be recorded where:

- › Where a student has a clearly visible mobile phone in a situation where it is not permitted *and/or*
- › Where a student has a clearly visible mobile phone attachment, e.g. headphones, in a situation where it is not permitted
- › Where a student is in possession of a device on the school site that exceeds the minimum value and/or is not registered on the school's database of authorised devices

In such cases, the procedures outlined in Section 4.1 of this policy will apply.

Please refer to the Appendix to the School's Behaviour Policy – Screening, Searching and Confiscating Policy for further information on the process for searching and confiscation.

Please also refer to our Electronic Search and Deletion Policy for further information which can be taken by the school in relation to searches of student electronic devices and any potentially inappropriate content identified.

Please refer to the School's Safeguarding Policy for further information in relation to the school's response to inappropriate use of mobile phones and associated devices by students, including 'sexting'.

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 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, 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 (0208 670 7575 – info@kingsdale.southwark.sch.uk) 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 as to do so may result in their child breaching this policy with resulting sanctions applied.

6. Loss, theft or damage

Students who are in possession of a mobile phone whilst in school may only do so under the terms of this policy. Students must take appropriate responsibility for their devices and ensure that they take all reasonable steps to ensure security of their mobile phones.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. In addition, it is advisable that location software to locate or secure the device remotely in the event of loss, is installed and functions correction.

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.

In addition, please be advised the school is not duty bound to assist students with the loss or damage to authorised devices where the £25 registration deposit has not been paid or where the phone is unregistered or does not conform to the stipulations in this policy.(see Section 4 above)

Confiscated phones will be stored securely by the relevant members of staff outlined in this policy and arrangements made to return any devices as stated (see Section 4 above).

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

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

This policy will be reviewed annually.

Next Review: July 2019

8. Appendix 1: Request for student to bring an authorised mobile phone to school

This form should be completed and submitted to the school via the main School Office or email phones@kingsdale.southwark.sch.uk

A deposit of £25 should also be paid via ParentPay. (*Please see Section 4 of this policy for more information*)

STUDENT DETAILS	
Student name:	
Student tutor group:	
Parent(s) name(s):	
Make of mobile phone (Apple, Nokia etc):	
Model of mobile phone:	
Approximate value of phone:	
IMEI number:	

I confirm that the £25 deposit has been paid via ParentPay

Or

I request financial assistance with payment of this deposit

I understand that students who are permitted to bring a registered and authorised mobile phone to school must abide by the school's policy on the use of mobile phones.

I understand that the school reserves the right revoke permission in cases where students do not abide by the policy.

Parent signature: _____

Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	