

**Outcomes  
First  
Group.**

**Acorn Education** Options Autism

# Mobile Phone & Electronic Device Policy (England)



**Reviewed September 2024**



## Mobile Phone & Electronic Device Policy

### Contents

1.0	Policy statement.....	3
2.0	Statutory/Legislative Basis .....	3
3.0	Ownership & Responsibility .....	4
4.0	Acceptable Use .....	4
5.0	Unacceptable Use .....	4
6.0	Cyberbullying .....	5
7.0	Searching Pupils .....	5
8.0	Accessing and Storing Data .....	6
9.0	Monitoring and Review.....	6
10.0	Roles, Responsibilities, and Commitment.....	6

### 1.0 Policy Statement

At **School for Inspiring Talents**, we recognise the presence of personal electronic devices in society, particularly mobile phones, and acknowledge both their potential benefits and challenges in an educational setting. We accept that personal mobile phones and tablets are often given to pupils by their parents to ensure their safety and personal security but understand that such devices pose inherent risks and may jeopardise the learning environment.

As a school, we must strike a balance between personal safety and a suitable educational setting. This policy establishes how personal electronic devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment. By adhering to this policy, we strive to create a learning environment that fosters focus, respect, and safety, while still acknowledging the importance of communication and connectivity in today's world

Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Personal digital assistants (PDAs)
- Handheld entertainment systems, e.g., video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g., devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing

### 2.0 Statutory / Legislative Basis

This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE (2024) 'Mobile phones in schools'
- DfE (2024) 'Behaviour in Schools'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE (2014) 'Cyberbullying: Advice for headteachers and school staff'

### 3.0 Ownership and Responsibility

Pupils are responsible for their own belongings. The school accepts no responsibility for replacing property that is lost, stolen or damaged either on school premises or travelling to and from school, and at school events.

School for Inspiring Talents will not accept liability for any loss, theft, or damage to students' mobile phones. Students are responsible for ensuring the safety and security of their devices.

Pupils and staff should enable a personal PIN or passcode on all the devices they bring to school to protect their personal data, images, and videos in the event that the device is lost, stolen, or accessed by an unauthorised person.

### 4.0 Acceptable Use

Pupils bringing personal electronic devices into school must make their parents aware of this. Students must hand in their devices to reception or class teacher at the start of the school day – on arrival. These will be stored securely for safekeeping. Students will be allowed possession of their phones if leaving the school site for a school trip or wider curriculum experience. Exceptions to this policy may be granted in specific circumstances, such as medical needs or with prior approval from school administration.

### 5.0 Unacceptable Use

Personal electronic devices will not be used in any manner or place that is disruptive to the normal routine of the school. Unless express permission is granted by a member of staff, mobile devices will not be used to perform any of the following activities whilst on school grounds:

- Make phone or video calls
- Send text messages, WhatsApp messages, or emails
- Access social media
- Play games
- Watch videos
- Take photographs or videos
- Use any other application during school lessons and other educational and pastoral activities

### 6.0 Consequences for Misuse

If a student is caught using their phone without permission, it will need to be handed in the next school day. In case of repeated violations, parents will be contacted, and they will be requested to keep the phone at home for a designated period, as determined by the school administration.

### 7.0 Disruption and Misuse

- The use of mobile phones in a manner that disrupts the learning environment, violates the privacy of others, or is deemed inappropriate by school staff will not be tolerated. Consequences for misuse will align with the school's behaviour policy.
- Teachers and staff members will enforce this policy within their areas of supervision.
- Any breaches of the mobile phone policy will be addressed according to the school's established disciplinary procedures.
- Pupils will not be permitted to use their mobile phones throughout the course of the school day – this will include in between lessons and during break and lunchtimes. The school will, however, consider the risks that may be posed to pupils who do not have access to their mobile phone, e.g., when organising travel home at the end of the school day.
- Staff members will also not be permitted to use their personal mobile phones in front of pupils throughout the school day. Staff personal phones should be stored in staff areas at all times unless specific permission has been granted by a member of SLT.
- Staff and pupils will adhere to the E-Safety & Social Media Policy at all times.
- Files will not be sent between mobile devices, and Bluetooth and Wi-Fi functions will be disabled while on school premises.

## Mobile Phone & Electronic Device Policy

- If pupils fall ill during school hours, they will not use their mobile device to contact parents; they will use the agreed procedures.
- Under no circumstances will personal electronic devices be taken into examinations. Devices will be kept in bags or lockers or handed to a member of staff for safekeeping during the examination. Under no circumstances will mobile devices be used in changing rooms or toilets.
- Personal electronic devices will not be plugged into outlets on the school premises.
- Staff will not give out their personal contact details to pupils. If correspondence is needed between staff members and pupils for homework or exams, staff should provide their school contact details.
- Under the Voyeurism (Offences) Act 2019, the act known as “upskirting” is an offence. Any incidents will not be tolerated by the school. Despite the name, anyone (including both pupils and teachers) of any gender, can be a victim of upskirting.
- Any incidents of upskirting will be reported to the DSL and handled in accordance with the school’s Child Protection and Safeguarding Policy.

### 8.0 Cyberbullying

- All personal electronic devices will be used in line with our E-Safety Policy.
- Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy and the Behaviour Policy.
- As part of the school’s ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE lessons.

### 9.0 Searching Pupils

- School pupils have a right for their private life to be respected under article 8 of the European Convention on Human Rights (ECHR). This right is not absolute, and the school can interfere with this right as long as it is justified, proportionate, and aligns with the powers to search in the Education Act 1996.
- The Principal/Deputy Principal, and other authorised staff members, will have the power to search a pupil or their possessions where they have reasonable grounds to suspect that a pupil is in possession of a prohibited item. Mobile phones and similar devices will be deemed as prohibited items that may be searched for in line with the Behaviour Policy.
- In all cases the authorised member of staff will always:
  - Seek the co-operation of the pupil before conducting a search.
  - Ensure the pupil understands the reason for the search and how it will be conducted.
  - Give the pupil the opportunity to ask any questions so that their agreement is informed.
  - Have due regard to the DfE’s [‘Searching, screening and confiscation’](#) guidance.
- Staff may search a pupil’s outer clothing, pockets, possessions, desks, or lockers. Staff conducting a search must not require the pupil to remove any clothing other than outer clothing - outer clothing means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear and includes hats, shoes, boots, or scarves. Possessions means any goods over which the pupil has or appears to have control - this includes desks, lockers, and bags.
- A staff member may ask a pupil to show them what they are doing on their mobile phone or tablet if they reasonably believe that the pupil is using the device to cause harm. If it is judged reasonable, the staff member may inspect the files or data on a pupil’s electronic device and delete them if necessary.
- Staff members will ensure they have a good reason to examine and delete data on a pupil’s electronic device. When determining a good reason to examine data, staff members will ensure they reasonably suspect that the data has been, or could be, used to cause harm, undermine the safe environment of the school, and disrupt teaching, or be used to commit an offence.

## Mobile Phone & Electronic Device Policy

- When determining a good reason to delete data, staff members will consider whether the material found may constitute evidence relating to a suspected offence and if so, choose not to delete the data. The data may be deleted if it is found likely to cause harm to any person, and the pupil and/or parent refuses to delete the data themselves.
- If a search uncovers a device that is being used to cause harm, or which contains prohibited material such as pornography, a staff member can confiscate the device. If a staff member finds child pornography, it must be given to the police as soon as reasonably practicable. Where staff find stolen items like mobile devices, they must be given to the police as soon as reasonably practicable.
- The staff member conducting the search must be the same sex as the pupil being searched. A witness to the search must be present; this should also be a staff member of the same sex as the pupil being searched.
- Pupils are required to comply with any request to check their electronic device.

### 10.0 Accessing and Storing Data

- Downloading and accessing inappropriate websites and data on school-owned electronic devices is strictly prohibited.
- Storing and using the personal data of any pupil or member of staff for non-work-related activity is strictly prohibited.
- All data access requests will be handled in line with the school's Data Protection Policy.

### 11.0 Monitoring and Review

This mobile phone policy will undergo periodic review by school leadership to ensure its effectiveness and relevance to the School for Inspiring Talents community. Any necessary revisions will be made in consultation with staff, students, and parents/guardians.

### 12.0 Roles, Responsibilities and Commitment

<b>DSL/DDSL</b>	DSL/DDSL are responsible for: <ul style="list-style-type: none"> <li>• Initiating and managing responses to incidents of upskirting with relevant staff members and in line with the Child Protection and Safeguarding Policy.</li> <li>• Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.</li> </ul>
<b>Staff</b>	Staff are responsible for: <ul style="list-style-type: none"> <li>• Negotiating incidents of cyberbullying in conjunction with the Deputy Principal, in line with the Anti-bullying Policy</li> </ul>
<b>Students</b>	Pupils are responsible for: <ul style="list-style-type: none"> <li>• Pupils are responsible for adhering to the provisions outlined in this policy.</li> </ul>
<b>Parents/Carers</b>	Parents/Carers are responsible for: <ul style="list-style-type: none"> <li>• Parents/guardians will be informed of this policy and are expected to support its implementation.</li> </ul>
<b>Senior Leaders</b>	SLT are responsible for:



## Mobile Phone & Electronic Device Policy

	<ul style="list-style-type: none"><li>• The implementation of the policy and procedures.</li><li>• Evaluating the effectiveness of the policy and procedures.</li><li>• Ensuring that the policy, as written, does not discriminate on any grounds.</li><li>• Reviewing the policy annually</li></ul>
--	---

We are part of the Outcomes First Group Family, by working together we will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world.



**Outcomes  
First  
Group.**

**Acorn Education**  
**Momenta Connect**  
**Options Autism**

---