

# Hayle Academy

## Mobile Phones in School Policy



### Review Summary

Approved by	Trust
Approval Date	April 2026
Next Review Date	Annual

# Mobile Phones in School Policy - Secondary

**Date policy become effective: April 2026**

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## **Introduction and aims**

At Hayle Academy, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff alike.

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, parents and staff.
- 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 but not limited to:

- Risk to child protection.
- Data protection issues.
- Potential for lesson disruption.
- Risk of theft, loss of damage.
- Inappropriate use of technology in the classroom.
- Bullying and cyberbullying.

Hayle Academy recognises that mobile phones have their benefits and play a notable role in socialising with friends and engaging with the world. However, mobile phones risk unnecessary distraction, disruption and diversion.

One in five children have experienced bullying online and are often targeted via their mobile phones or similar devices. Moreover, whilst mobile phones can be used for socialising, extended screen time undeniably displaces and disrupts face-to-face interactions.

It is our duty as educators to provide a distraction free and supportive environment that is conducive to learning. Prohibiting the use of mobile phones enables us to do so and to focus on the educational and pastoral needs of all students.

### **Roles and responsibilities**

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.

Ensuring the online safety of our school community is of paramount importance. As such, this policy will be reviewed alongside the safeguarding and behaviour policies and updated when necessary. Senior leaders are responsible for monitoring, reviewing and updating the policy.

### **Use of personal mobile phones by staff**

All staff (including volunteers, contractors and anyone else involved with or employed by the school) are not permitted to use a personal mobile phone while pupils are present. The use of personal mobile phones must be restricted to non-contact time and to areas of the school where children are not present (such as staff rooms or offices).

There may be circumstances in which it is appropriate for a member of staff to have their phone during contact hours.

This includes, but is not limited to instances of:

- Expected contact by their child, or their child's school.
- Expected emergency contact for acutely ill dependants or family members.

Requests to have personal phones during contact hours for the above or similar reasons must be agreed in advance by the Headteacher at their discretion.

### **Data Protection**

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

Staff must secure their phones as much as possible using passwords and/or pin codes to protect access to the phone's functions. Staff must also secure any work phone provided to them. Failure to do so may result in data breaches.

### **Safeguarding**

Staff must refrain from giving their personal contact details to parents or children, including connecting with them through social media and messaging apps. This includes contact with previous students extending to the age of 25.

Staff must avoid publishing their contact details on any social media platform or website to avoid unwanted contact by parents or children.

Staff must not contact children on the child's personal devices and must only ever attempt contact through their parent/guardian and only when necessary.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything that could be used to identify a pupil. If it is necessary to take a photo or a recording as part of a school activity, this must be done using school equipment.

### **Using personal mobiles for work purposes**

Circumstances may arise in which it is appropriate for staff to use their personal mobile phones for work. These circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- To sign in or log into authenticator apps

In these circumstances staff should:

- 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 that could be used to identify a pupil.
- Refrain from using their phones to contact parents. If contact is necessary, it must be made via the school office.

### **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 these phones must not be provided to anyone without authorisation. When using a work phone 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 always appropriate and professional in line with our staff code of conduct.

### **Sanctions**

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

### **Use of mobile phones by pupils**

Hayle Academy recognises that parents/carers may wish for their children to have access to a mobile phone for communication on their way to and from school. Mobile phones can help with safeguarding and protecting children on the way to and from school as it allows immediate contact and in some cases location identification. This is particularly important for children who travel to and from school by themselves, especially during the darker winter months.

Hayle Academy supports this approach and has adopted the following policy to support parents/guardians whilst also ensuring a distraction free environment.

### **Our approach is defined within our behaviour policy which states:**

#### *14. Mobile devices (phones, iPads, smart watches)*

*In line with DfE Guidance, we would prefer that pupils do not bring an internet enabled ('smart') mobile phone to school. If pupils do bring a mobile phone to school it **must** remain **switched off at all times** throughout the school day and be kept out of sight.*

*This applies to all pupils of all ages, throughout the school day from the time they arrive in school until they leave, including during after school activities.*

*Where pupils are taking part in a school trip, the teacher leading the trip will confirm what the procedures for mobile phones will be.*

*Parents/carers are reminded that in the case of emergency, the school office remains the key route for messages to be shared with children. Phoning the office will ensure that pupils are reached quickly and can be given appropriate support. Parents are politely asked not to call their child or send their child messages during the school day as this is unnecessary and is disruptive to learning.*

*If a child needs to contact home for any reason during the day, they should ask for permission to go to reception, the pastoral office, or speak to a member of duty staff.*

***Pupils leaving a lesson to use the toilet are required to hand in their phone to their teacher before leaving the classroom.***

***Any pupil found using their phone anywhere on the school site during the school day will have the phone confiscated, a behaviour sanction issued and a message sent home to inform parents.*** *On the first occasion in a half term, the phone will be kept securely and will be available for collection at the end of the school day. For any further confiscation during that half term, parents will be able to collect the phone from Reception at the end of the day within a time determined by the school.*

*Alternatively, the phone will be returned to the pupil at the end of the following school day. Refusal to hand in a phone to a member(s) of staff will result in an escalation of sanctions in line with the Behaviour Policy. Repeat confiscations will result in use of further behaviour sanctions and will lead to a pupil being banned from bringing a phone to school.*

*Pupils are not permitted to wear 'smart watches'.*

*Responsible and appropriate use of digital devices by all members of the school community is vital to provide a safe learning environment and to avoid disruption to learning. This includes the safe and responsible use of social media.*

*Please refer to the Acceptable Use Policy for more information about the use of school issued iPads.*

Alongside this we understand certain types of conduct, bullying or harassment can be classed 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:

- Upskirting
- Sexting (consensual and non-consensual sharing of nude or semi-nude images or videos)
- Threats of violence or assault
- Abusive calls, emails, social media posts, or texts directed towards someone on the basis of their ethnicity, religious belief, sexual orientation or any protected characteristic as stated by the Equality Act 2010.

## **Exemptions**

Hayle Academy recognises that some pupils may require access to their mobile phones during the school day for medical reasons or carer responsibilities, among other reasons. These exemptions will be dealt with on a case-by-case basis and approval is at the discretion of the Headteacher.

## **Use of mobile phones by parents, volunteers and visitors**

Parents, visitors and volunteers (including Local Monitoring Committee members and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This entails:

- Not using phones in the presence of pupils or during contact hours.
- Not taking pictures or recordings of pupils on school grounds, unless it is of their own child.

- Not posting any images or recordings to social media without consent.

Parents, volunteers and visitors will be informed of the rules pertaining to mobile phone usage when they sign in at reception or attend an event at school.

Parents or volunteers supervising trips are also responsible for enforcing the school's policy regarding a pupil's use of their mobile phone, as set out in this policy, during said school trips.

Parents/guardians must use the school office as the primary 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 their child's personal device during the school day.

### **Loss, theft or damage**

Pupils must secure their phones as much as possible, using passwords and/or pin codes to protect access to the phone's functions.

Pupils bring their mobile phones and similar devices to school at their own risk. The school accepts no responsibility for mobile phones or similar devices that are lost, damaged or stolen on school premises or transport, during school visits/trips or while a pupil is travelling to and from school. If phones are in school, they can become subject to confiscation in line with our search confiscate procedures, and they may also be subject to review as part of a wider safeguarding investigation. *For example, students who are found to be using their phones in school may be asked to share contents of their saved files to support investigations of filming or image sharing.* This practice will be carried out in line with the DfE guidance on searching, screening and confiscation guidance. Paragraph 72 – 79.

Confiscated phones will be stored securely in the Reset Room and can be collected at the end of the day. (See behaviour policy section above)

### **Monitoring and review**

The school is committed to ensuring that this policy has a positive impact on the education, behaviour and welfare of all pupils.

This policy will be reviewed alongside the safeguarding and behaviour policies of the school.

When reviewing the policy, the school will consider:

- Feedback from parents and pupils.
- Feedback from teachers.
- Records of behaviour and safeguarding incidents.
- Relevant advice from the Department for Education

## **Appendix 1.**

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

Use of mobile phones in our school: whilst on school grounds, we ask that you comply with our mobile phone policy.

As such:

- Please keep your mobile phone on silent/vibrate while on school grounds.
- Please do not use your phone where pupils are present.
- 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 children.

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

A full copy of the mobile phone policy can be found on our school website.