Mobile Phone Policy

Coordinator	Anna Feltham
Review Frequency	Every 3 years
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Agreed by LT on	July 2021
Does this policy need to be agreed by Governors? If yes, which committee?	No N/A
Agreed by Governors on	N/A
This policy is communicated by the following means:	
Governors	Governor consultation by e-mail when policy reviewed and agreed
Staff	Policy folders on staff shared drive
Parents	Academy website
Students	N/A

Contents

1. Aims and rationale

The aim of this policy is to ensure that all members of our academy community feel safe and are able to focus on work and learning without the distraction of messages and information which come via phones and online activity while at the academy.

The academy recognises that mobile phones, cameras and digital devices are now a central part of our culture and can be of considerable use, particularly in relation to personal safety. Balanced with this is the need to safeguard students and staff from the impact of cyber bullying, inappropriate use of the Internet and telecommunications and the misuse of social media such as Twitter, Facebook, Snapchat and Instagram.

The term 'phone' in this policy refers to mobiles phones (including headphones), apple watches, iPods, iPads, MP3, MP4 players and any similar portable electronic device. The term 'parent' refers to any person with parental responsibility.

2. Core principles

At Clapton Girls' Academy (CGA) student phones are banned from the academy site during the academic day. 'Banned' means that they must be fully switched off and completely out of sight at all times between entering and leaving the academy site. Research shows that the impact on learning of banning phones from school premises adds up to the equivalent of an extra week's learning over an academic year. This is according to research by Louis-Phillipe Beland and Richard Murphy, published by the Centre for Economics Performance at the London School of Economics.

Another piece of research - 'Ill Communication: The impact of Mobile Phones on Student Performance' - found that after schools banned phones, the test results of students aged 16 improved by 6.4%. This is understood to be the equivalent of adding five days of learning to the school year.

3. Responsibility for loss and disclaimer

If parents choose to send their child to school with a phone, we strongly advise that they buy a non-smart mobile phone to use while travelling to and from the academy so that students have no internet access during the day. The academy holds no liability for any phone that is brought into the academy which is either lost, stolen or damaged or used in a manner which is against the owner's consent, this includes when the phone has been confiscated.

The academy's advice is that students should leave phones at home - particularly expensive smart phones – and that parents and their children communicate via Student Reception.

4. Use of Personal Mobile Phones and earphones including wireless earbuds for Students in Key Stage 3 and 4

The academy recognises that parents may want their children to have access to a phone to support with effective communication and making sure their child is safe on the way to and from the academy. CGA supports this within the following protocol:
• Students are allowed to bring phones to and from the academy to ensure their personal safety.

- If a student brings their phone to the academy, on arrival to the academy their phone must be fully switched off and stored safely in their bag or locker at all times for the remainder of the academy day.
- If a student's phone is heard or a student is seen using their phone during the school day, regardless of the reason for using the phone, the phone, along with any headphones, will be confiscated, switched off, placed in a labelled envelope with details of the confiscation and stored in a secure safe. If a staff member cannot take the phone to Student Reception, they should issue a call-out and the staff member on duty will collect the phone and take it to Student Reception. A member of staff in Student Reception will inform the parent of the confiscation.
- Confiscated phones will only be returned to parents. If a parent is unable to collect their child's phone during working hours, this will of course be discussed with the parent. When a phone is confiscated, staff will log an SSOD call-out which will generate contact with home asking parents to collect the phone from the academy between the hours of 8am and 4:45pm on the day of confiscation or at a later date.
- Any student refusal to hand a phone over to a member of staff will result in an immediate additional call-out and a further sanction according to the academy's behaviour policy as this constitutes a refusal to follow instructions.
- If a student has their phone confiscated more than three times in an academic year, parents will be asked to attend a meeting where alternative arrangements for storing the student's phone during the school day will be agreed with parents. This could include a longer confiscation, students having to hand in their phone to a member of staff at the start of each day or the student leaving the phone at home.
- If a student's phone is seen by a member of staff eg. in the student's pocket instead of the student's bag or locker but the student is not using or looking at their phone and it is not making a noise, the student should be asked to put the phone in their bag or locker (whichever is most convenient at that moment), ensuring that it is switched off.
- The same confiscation rules apply to any students seen with earphones, including wireless earbuds. If students are seen wearing earphones or earbuds, this is considered as the student using them and they must therefore be confiscated. If a student has earphones or earbuds visible ie in their pocket or bag but is not using them, the student should be asked to put them away in their bag or their locker.
- If a student needs to contact home or a parent needs to contact their child, this must always be done through Student Reception.
- These rules apply equally to academy day trips and residential visits unless a member of staff gives permission for students to use their phones.

5. <u>Use of Personal Mobile Phones for Students in the 6th form</u>

We recognise that students in the sixth form are mature enough to have some flexibility around the use of mobile phones but they must only be used in designated areas.

- Students may use their phones socially in the Zone (sixth form common room). Additionally, students may use their phones for learning purposes in independent study areas around the academy e.g., during supervised study in Nightingale Hall, in the Learning Resource Centre or in the sixth form study area by the sixth form office.
- Teachers may also give sixth form students permission to use mobile phones in a lesson for teaching and learning purposes e.g., to use Kahoot. This use of mobile phones in lessons is not permitted with Years 7-11.
- Any sixth form students using their mobile phones outside of these designated areas will be asked to put their phones away. If students do not follow these instructions from staff, their mobile phones will be confiscated. Confiscated mobile phones will be

taken to the sixth form office and must be collected by the student at the end of the school day. (2:50pm on Monday, Wednesday, Thursday and Friday and 3:50pm on a Tuesday). These times apply even if a student has a shorter day or needs to leave the site earlier than these times.

- Parents of 6th form students who repeatedly do not adhere to these expectations (more than three times) will be asked to attend a meeting where alternative arrangements for the student's phone during the day will be agreed. This could include a longer confiscation, students having to hand in their phone to a member of staff at the start of each day or the student leaving the phone at home.

6. **Phones and exams**

Phones and other electronic devices, including all devices with access to the internet, are strictly forbidden in exam rooms. Possession of such a device during exams is a serious breach of exam regulations and can lead to disqualification. It is the student's responsibility to ensure that their phone is locked away before they come into the exam room.

7. **Cyber Bullying**

In recent years there has been a significant increase nationally in the number of incidents in schools which can be linked to the use of a phone or other electronic device.

At CGA we will not tolerate any kind of bullying, including bullying which includes the misuse of electronic devices including phones.

The following are some examples of misuse.
- the deliberate planning of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate the person by publishing the footage to a wider audience such as on Snapchat, Instagram or YouTube
- bullying by text, image or email messaging
- the use of a phone for 'sexting' (the deliberate taking and sending, or sending of sexually explicit photos or text messages via a mobile phone)
- students posting material on social network sites either intentionally with the deliberate intention of causing harm to others or with no thought about the risks to their personal reputation or that of others. This could include making disrespectful comments about any member of the academy community or giving false information about events. This includes use of phones and digital devices outside of school hours which has a negative impact on any member of the academy community.
- general disruption to learning caused by students accessing phones in lessons and around the academy site during the school day
- students phoning parents following an incident so that a staff member's ability to resolve an incident is compromised

8. **Unacceptable use of mobile phones and other devices**

The academy will consider any of the following to be unacceptable use of a mobile phone and a serious breach of the academy's behaviour policy resulting in sanctions being taken:
- Photographing or filming staff or other students without their knowledge or permission
- Photographing or filming in toilets, changing rooms and similar areas
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites

- Refusing to switch a phone off or handing over the phone at the request of a member of staff

Misuse of a phone will be dealt with using the principles set out in the academy Behaviour for Learning policy, with the severity of the response matching the level of misuse.

Parents will always be contacted when a student's phone is confiscated. Where the use of the phone has involved a serious offence, this may result in an exclusion or the incident being reported to the police.

If a student commits an act which causes serious harassment, alarm or distress to a student or another member of the academy community, the ultimate sanction may be permanent exclusion. The Headteacher will consider the impact on the victim of the act in deciding the sanction.

9.   Viewing images or footage on a student's phone or device

Where it is necessary to examine the contents of a mobile phone in order to address an issue which has arisen, this will be done by an agreed member of staff in the presence of another member of staff. The viewing of the phone must be recorded with details of the time, who was present, what was viewed, what was found and action taken. Screenshots of objects may be taken or copies downloaded but any viewing of material involving people must not be copied, saved or downloaded. Instead, notes should be made about what has been viewed and, depending on the nature of the material viewed (see Youth Produced Sexual Imagery below), images or video footage on the phone may need to either be deleted or passed to the police. If a decision is made to pass the phone to the police, it should immediately be set to 'Airplane mode' and the police contacted.

10.   Youth Produced Sexual Imagery

The UK Council for Child Internet Safety (UKCCIS) guidance for ducational establishments is that schools are empowered to respond to Youth Produced Sexual Imagery without referral to police or Children's Social Care. However, the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) must inform the police and/or social care if it is felt that the following 'aggravating factors' may apply:
- There is evidence to suggest coercion, blackmail, or grooming.
- For students above the age of consent, there are concerns about a student's capacity to give consent e.g a student with SEND (Special Educational Needs and Disability)
- Images show sexual behaviour which is not typical for the child's developmental stage.
- Violent acts are depicted.
- An image shows sex acts and includes a child under 13.
- A young person is at risk of immediate harm as a result of the footage becoming public (for example, self-harm or suicide.)

11.   Possession of Youth Produced Sexual Imagery without aggravating factors

In cases of Youth Produced Sexual Imagery where a student is in possession of an indecent image of themselves or another child but without any of the above 'aggravating factors' being evident, the school has the power to investigate and deal with images or video footage. This includes being able to seize the device and view and delete the contents without involving the police.

If, however, the case is brought to police attention and devices are not seized by police, the police will give a clear direction to the child and/or appropriate adult in possession of copies of any indecent images to delete them and prove they have done so.

12.   Possession of Youth Produced Sexual Imagery with aggravating factors

Where the DSL or DDSL has felt there are aggravating factors present, and has therefore referred the case to the police, the police will always complete an investigation to include the seizure and digital forensic examination of the device (or devices) in question.

13.   Use of Personal Mobile Phones for Staff

The academy expects all staff to use personal phones in a professional manner which not only safeguards students but also protects staff from malicious allegations and/or inappropriate contact from students. The academy recognises that personal phones have the potential to be used inappropriately. Phones should never be used by staff to take photographs or videos of students.

Personal phones should not be needed or used by staff, except as set out in the guidelines below:
- Best practice is that phones, wherever possible, should not be used in the presence of students.
- Phones must not be used during lessons either to make or receive calls.
- Staff must never give their mobile phone number to any student including 6th form students. This also includes ex-students under the age of 18 years.
- Staff must never give their personal phone number to parents.
- The staff member in charge of trips and visits offsite must take one of the academy phones when off site, pre-booking with the Headteacher's PA. These phones must be used when communicating with parents. Other staff members on the trip or offsite visit should carry their phones so they can communicate with colleagues when necessary or in an emergency.
- All phones brought onto the premises (including personal mobile phones) should have a password locking system enabled to ensure that their contents remain secure in the case of loss.
- In the event of circumstances such as coronavirus lockdown where it is necessary for a member of staff to call a parent from their personal mobile phone, the member of staff must ensure that they dial 141 in front of the number they are calling to ensure that their personal mobile number cannot be seen by the parent being called.

14.   Advice for parents - Mobile phone safety and supervision

We recognise that managing child use of phones and other electronic devices is challenging for all of us including parents and the academy seeks to support parents as much as possible with this, including providing training for parents at regular points throughout the academic year.

The NSPCC advises that parents install parental controls on phones or tablets, games consoles, laptops and home broadband. These can also be used to help block or filter the content students see when searching online. If a parent is concerned about their child's phone use or use of other electronic devices and would like support, we encourage them to contact the academy and speak to their child's Head of Year in the first instance. These details can be found on page 5 of the student planner.
Parental controls are also available to help parents to:

- plan what time of day students can go online and how long for
- stop students from downloading apps they are too young for
- manage the content different members of a family can see.

Please see Appendix A for advice for parents on how to keep children safe online and ideas about how families can work together to do this.

Appendix A - How to Protect Your Children on Their Smartphone

Smartphones have plenty of apps to entertain children, help them with their homework, and more. But just like anything else that's connected to the internet, parents need to make sure their children are safe while using smartphones and other smart devices. Here are some tips on how they can do that.

Basic Best Practices
The NSPCC, Net Aware and O2 are dedicated to keeping children safe online.
Parents should speak to their children about what other kids are doing with their phones. This will help parents:
- Understand what their children see as social norms
- Better explain to their children what is and is not appropriate

Parents should set clear guidelines for their children regarding certain topics, including:

Sexting
- Sending sexually inappropriate pictures or messages is not only unacceptable, those messages are permanent and can easily be shared with others

Phone-free times
- Consider making certain times, such as family meals or from 9 PM to 8 AM, phone-free times
- Kids can place their phone in a certain area, or parents can restrict phone usage at specific times by managing their data plan

Cyberbullying
- Let children know that they can speak to you if someone harasses them online or through text. Tell them about CEOP and what this organisation does (link below)
- Children should also be aware of the harm they can cause by bullying or abusing others

Sharing their personal information
- Personal information, such as full name, address, or phone number should:
- Never be given out to strangers
- Not be posted online where anyone can see it

Making in-app purchases
- Many apps (not just games) allow users to purchase additional content and features
- Children should know whether they are allowed to make purchases, and if not, the consequences for purchasing things without parental permission

In addition to speaking to their children, parents can go through their service providers and directly manage smartphone usage through their data plan. Many service providers allow parents to:
- Set limits on texts, data, purchases or voice minutes
- Receive alerts on phone activity
- Monitor number of texts and other usage
- Review and block contacts
- Review apps (and add money to be used to purchase apps)
- Lock phone usage on-demand or at specific times
- N.B. Please be aware that children may be able to get around parental settings by accessing public Wi-Fi.

How to Keep Kids Safe on Popular Apps

The UK Council for Internet Safety (UKCIS) was set up to help everyone be safe online and work with services like CEOP and the NSPCC. Facebook and Snapchat require their users to be at least 13 years old and other apps will have the same age restrictions. Parents must be aware that children can lie about their age to access apps that are not within their age group. If parents allow their children to use these apps, they should know the following:

Most popular apps
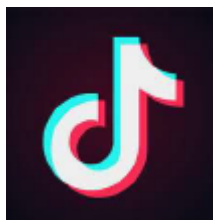
TikTok is a global video community powered by music. Whether it's dance, free-style or performance, users are encouraged to let their imagination run wild and express themselves as they wish.
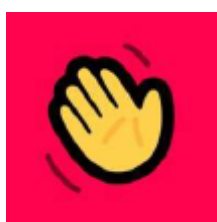
Houseparty is a group chat app. When the user and their friends are in the app at the same time, they'll see each other instantly. One tap and they're in. Users could be in a group chat with their friends and people that they do not know.
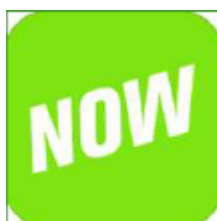
On **You Now**, you can tap 'Go Live' and broadcast to a live audience, expand your social media following, comment on videos and buy virtual gifts.

Twitch is a live video game website. Users can watch playbacks of games being played by other people. Users can also live stream their own games.
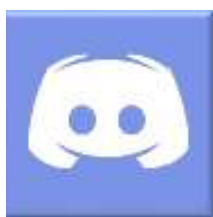
Discord is the only cross-platform voice and text chat app designed specifically for gamers. It is perfect for chatting with team members and seeing who is playing online. Not all team members would be known to the user.

On **Snapchat**, users can send photos and videos that delete themselves after a few seconds. This may encourage inappropriate content being recorded as users are less concerned because the content will be deleted. However, content can be retrieved.

Most concerning apps

Kik is an instant messaging app which lets users share messages, photos, games and news or organise events. Kik only requires users to provide a username so the actual details of other users would be unknown.
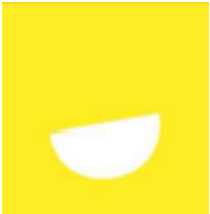
Yubo allows users to meet new people around the world. Make new friends, chat and meet new people. Right to like, left to pass; just like Tinder. If two people like each other's pictures, they can chat live.

Send Safe is a free service which allows you to send a message or photo via popular apps that disappears after seen once.
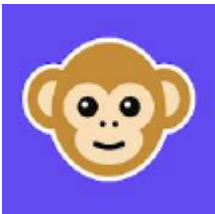
Monkey allows users to talk to strangers. Users can facetime strangers from anywhere. Monkey stories can be created and viewed by tapping the tree. Users can send a friend request if they like what they hear or see.

Secret Calculator hides photos, contacts and videos behind a calculator icon. If users put in a passcode it will open a private area. Users can browse the internet without the history being saved.

Advice for parents
Advise your child to:
- Use a strong password
- Use a different name and avoid using personal images
- Not include any of their personal information
- Block and report any inappropriate content- show them how to do this
- Use privacy settings- show them how to do this
- Not use apps that are not for their age group- check this with them
- Not accept friend requests from strangers
- Switch off location services
- Think before they post

The NSPCC and Net Aware links below have useful guidelines and advice about the most popular apps.
https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/
https://www.net-aware.org.uk/networks/?order=title

CEOP is a law enforcement agency and is there to help keep children and young people safe from sexual abuse and grooming online. They help thousands of children and young people every year.
https://www.ceop.police.uk/safety-centre/

UKCIS previously known as UKCCIS, now works to provide everyone with guidance about online safety.
https://www.gov.uk/government/organisations/uk-council-for-internet-safety