



NIA Secondary Mobile Phone Policy

Introduction and aims

At NIA we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, 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 students, 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 and staff privacy
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

It is not realistic to prohibit phones being brought to school, nor is it logistically possible to collect phones in each morning and return them in the afternoon. It is our policy to allow students to have a mobile phone with them in school under the conditions outlined in the policy below.

1. **Phones and other digital equipment must not be used for any purpose** (e.g. phoning, texting, surfing the internet, listening to music, taking photos, taking videos) **inside the school building** during registration, in lessons or in between lessons without an explicit permission from a staff member. This applies to headphones and ear pods as well. The exception to this rule is the **Library**, where **KS5 students** may use their phones throughout the day **for study purposes only**.
2. Phones should be **switched off** (or on silent mode) and kept in the student's bag.
3. If a student breaches these rules, he or she will receive a verbal **warning** from a staff member and a **Demerit** as a next step if this is a repeated incident and a warning was given already in the past without an impact on student behaviour. If a student does not follow staff instruction and continues to use his/her phone/device without a permission the phone or device will be **confiscated** and will remain with the Member of Staff until a time agreed at the time of the incident (usually the end of the day).
4. Students who refuse to hand over their phones will be in **serious breach of the behaviour policy** and will be internally excluded from school for a day.
5. Students may use their phones during breaks whilst outside of the building, however they must not take photos or videos of others.
6. We also strongly recommend that parents continue to check their child's phone and social media usage to prevent or avoid issues such as overuse, cyber bullying, viewing of age inappropriate content etc.

Emergencies

If a student needs to contact his/her parents/guardians, they will be allowed to use a school phone.

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If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

Staff

All staff (including teachers and support staff) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school will be made aware of this policy through the information given at Reception. The Head of School is responsible for monitoring the policy every two years, reviewing it, and holding staff and students accountable for its implementation.

Use of mobile phones by staff

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their mobile devices for personal reasons while children are present/during contact time. Staff keeping their phone with them during contact times must ensure their phone is on silent and only used for work related purpose and/or in emergencies. Staff are permitted to take photos and videos of students whose parents signed a waiver on Code of conduct. These photos then may be used

Staff are not allowed to use their mobile phones whilst on break time duty (unless there is an emergency).

Use of personal mobile phones is restricted to non-contact time, and to areas of the school where students are not present such as the staff room and offices.

Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers must adhere to this policy as it relates to staff if they are on the school site during the school day.

This includes:

- Not taking pictures or recordings of students on school grounds or school trips or when working with students.
- Not posting any images/data about the school on social media without consent
- Parents must use the school office 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.

Loss, theft or damage

- Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.
- 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 students are travelling to and from school.
- Confiscated phones will be stored in the school office in a secure location until collected.
- Lost phones should be returned to Reception. The school will then attempt to contact the owner.

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Associated Policies & Documents

- Teaching & Learning Policy
- Behaviour Policy