



**Purpose**

This policy is written to ensure all Staff, Parents, Governors and Trustees and students are fully aware of the purpose and responsibilities of the mobile devices policy.

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Agreed by Directors – Jan 2024

SIGNED

DATE

Review Date – Jan 2026

## Creating Tomorrow Trust Mobile Devices Policy 2024

### Wellbeing in our Trust

The responsibility for managing an information security incident can be challenging and so this document aims to set out procedures to be followed to minimize what can be difficult process.

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
  - Health Assured (confidential counselling support available through Perkbox account).
  - The Education Support Line telephone number 08000 562561 or website <https://www.educationsupport.org.uk/>

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### Students

#### Statement of intent

Creating Tomorrow Academies Trust accepts that personal mobile phones and tablets are often given to pupils by their parents to ensure their safety and personal security.

Mobile phones, digital music players and other Mobile devices have become more widely available.

As a Trust, we must make a sensible and practical response. We understand that parents wish their children to carry a mobile phone for their personal safety, whilst students may wish to bring additional devices to the academy for other reasons.

#### Key roles and responsibilities

- The governing body has overall responsibility for the implementation of the Mobile devices policy and procedures of Creating Tomorrow Academies Trust
- The governing body has overall responsibility for ensuring that the Mobile Devices Policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.
- The governing body has overall responsibility for reviewing the Mobile Devices Policy every two years.
- The CEO has responsibility for handling complaints regarding this policy as outlined in the academy's Complaints Policy.
- The SLT will be responsible for the day-to-day implementation and management of the Mobile devices policy and procedures of Creating Tomorrow Academies Trust

#### General property

- Pupils are responsible for their own belongings.
- Exercise books, planners, textbooks, electronic equipment, stationery, and folders issued by Creating Tomorrow Academies Trust remain the property of the academy and should be treated as such.
- Pupils are responsible for replacing lost or damaged academy property, including electronic devices.

#### Mobile devices

Mobile devices include, but are not limited to, existing and emerging:

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- Mobile communication systems and smart technologies (mobile phones, iPhones, Smartphones, internet-enabled phones, smart watches etc.).
- Personal Digital Assistants (PDA) (Palm organizers, pocket PCs, etc.)
- Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, earphones, etc.).
- Portable internet devices (mobile messengers, iPads, etc.).
- Wireless handheld technologies or portable information technology systems (used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.).

Creating Tomorrow Academies Trust acknowledges the increasing use of mobile technology as part of the curriculum.

Parents/carers should be aware if their child takes a mobile phone or tablet to School.

Creating Tomorrow Academies Trust accepts no responsibility for replacing lost, stolen, or damaged mobile devices either at the academy, or travelling to and from the academy.

## **Rules**

- Mobile devices should be switched off and kept out of sight during classroom lessons, unless using the device as part of a lesson with the permission of their class teacher.
- Mobile devices should only be used for voice or video calls with the express permission of their parents and teachers, and for emergencies only.
- Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the academy.
- Pupils are responsible for protecting their own personal information including their phone number.
- Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, iMessages or emails, take photos or video's or use any other application during lessons, break or lunch times, or any other educational and pastoral activities.
- Files should not be sent between mobile devices. Bluetooth and WIFI functions should be disabled while on academy premises.
- If pupils fall ill during academy hours, they must not use their mobile device to contact parents/carers; they should use the agreed procedures.
- Under no circumstances should mobile devices be taken into examinations.
- Under no circumstances should mobile devices be used in changing rooms or toilets.

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- Personal laptops, mobile phones or tablets must not be plugged in to outlets on the academy premises without the express permission of the SLT and an up-to-date portable appliance test (PAT).
- Pupils may NOT use a portable flash drive (USB stick or other device) to transfer academy work.

### **Cyberbullying**

- At Creating Tomorrow Academies Trust, cyber bullying is taken very seriously.
- Incidents of cyber bullying will be dealt with and reported along the same chain as the Anti-Bullying Policy.
- As part of our on-going commitment to the prevention of cyber bullying, regular education and discussion about e-safety will take place as part of computing and PSHE.

### **Spot checks**

- Any teacher or staff member may ask any pupil to show them what they are doing on their mobile device at any time.
- Any teacher or staff member may ask any pupil to give them their mobile device at any time.
- Pupils are required to comply with any request to check their mobile device.
- Pupils are required to comply with any request to disable the screen lock function of their phone/device and show any teacher or staff member what they are doing.

### **Accessing Data**

- Downloading and accessing inappropriate websites and data on academy Mobile devices is strictly prohibited.
- Using the personal data of any pupil or member of staff for non-work-related activity is strictly prohibited.
- More information about accessing data can be found in our Data Protection Policy.

### **Sanctions**

- Using a mobile device is a privilege which can be revoked at any time.
- Any pupil caught breaking the Mobile Devices Policy will have their mobile device confiscated until the end of the day.

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- Confiscated mobile devices will be locked away securely in the SLT office.
- Confiscated mobile devices must be collected by the student at the end of the day. Repeated confiscation will result in parents/carers being asked to collect the device.
- Bullying via mobile device will be disciplined in line with Creating Tomorrow Academies Trust Anti-Bullying Policy.
- Pupils caught taking mobile phones/devices into examinations will be banned from bringing devices into the academy and will have their device confiscated until the end of term.
- In the event of a school trip or extra-curricular based activity, the staff member(s) responsible for students will instruct them on the appropriate usage of their device.
- Any student found to have been filming another person (and/or uploading images or video onto the Internet) will have their mobile device confiscated. It will be treated as a disciplinary matter and their parents will be informed.
- In accordance with the Academy's *E-Safety and Acceptable Use Policy*, the Academy reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence, or bullying.
- As young adults, Sixth Form students are permitted to use mobile phones within the study areas, the common room, and classrooms (under the instruction of the teacher for educational purposes). Under no circumstances should calls be made or received during lessons.

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### Staff

#### Introduction

This policy outlines the acceptable use of mobile devices at The Creating Tomorrow Academies Trust in the context of safeguarding, underpinned by our statement of vision and values which permeates everything we do and say. At The Creating Tomorrow Academies Trust we recognise the vulnerability of our students and the potential for exploitation and abuse through the inappropriate use of mobile devices. We take steps to ensure that our safeguarding procedures are all-encompassing and robust.

#### Aim

- There is a *shared understanding* of and adherence to the policy by all stakeholders and visitors (including contractors, kitchen staff, mid-day cleaners) and ensure *increased vigilance*.
- The awareness of all staff (including students on placement, volunteers, and those from Supply Agencies) is raised in *their role* of safeguarding in all areas of school life.
- A secure an environment in which students (and their families) are protected from the risk of *images being recorded* and used/*stored* for inappropriate purposes and make sure that students receive the undivided attention of adults at all times.

#### Statement of intent

Creating Tomorrow Academies Trust accepts that school-owned electronic devices are widely used by members of staff. The school has a sensible and practical response, and understands that these devices are used frequently by members of staff; with this mind, this policy is intended to ensure that:

- Members of staff are responsible user's and remain safe while using the internet.
- School ICT systems and users are protected from accidental or deliberate misuse which could put the security of the systems and/or users at risk.
- Members of staff are protected from potential risks in their everyday use of school owned electronic devices.
- A process is in place for claiming financial payments when Trust owned electronic devices are lost or damaged by members of staff. Electronic devices can enhance work, learning opportunities and enable people to be creative. In return, members of staff need to agree to be responsible users.
- Creating Tomorrow Academies Trust accepts no responsibility for replacing personal lost, stolen or damaged mobile devices either at the academy, or travelling to and from the academy, or off-site visits.

#### Key Principles

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- The safeguarding of students is of paramount importance.
- Every staff member is accountable for the safeguarding of our students.
- All students have a fundamental right to be protected from harm.
- Every child has a right to be valued as an individual and treated with dignity and respect.

### Mobile Devices – Staff - acceptable use

At The Creating Tomorrow Academies Trust we recognise that mobile devices play an important part in our lives and when used as they are intended, can bring substantial benefits.

We also acknowledge that there is a risk that they can be used for the taking, storing, and using of images inappropriately in a way that denies student's or staff's right to dignity, privacy and respect, and *satiates* a desire to exploit. They also have the potential to *distract staff* from their work with students.

### Staff members (including volunteers and students on placement)

May bring mobile phones onto the school site on the understanding that the device:

- Is used only in the staffroom, outside of the school gate, or in office spaces when no students are present.
- Only used during break times and at either end of the school day.
- When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other, or with the emergency services. In this context phones will not be used to make or receive personal calls.
- Personal mobile phones must not be used to take photos of students except in very exceptional circumstances when permission from a senior leader must have been sought and granted in advance, and the image erased as soon as possible in the presence of a work colleague.
- Teachers who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with *extreme caution*. Teachers are strongly discouraged from doing so.

The above information is shared with new staff members as part of the induction process.

### Visitors (including parents, professionals, contractors)

- Visitors *may* bring mobile phones on to the school site but are asked to switch them off and place them out-of-sight until they leave exiting the school gates/reception. This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities.



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- Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave.

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event.

In the event that you have a concern or are contacted by external party regarding safeguarding emergency, the DSL (Designated safeguarding Lead), and deputy lead. The DSL and DDSL should be contacted immediately concern is raised/reported. Detail surrounding reported incidents will be investigated and action taken accordingly. If a staff member is found to have contravened policy expectations, the matter will be dealt with as a disciplinary matter.

Staff *are* consistent and follow policy outlined below for student mobiles:

Students are not allowed devices in school for the reasons outlined below:

- Prime source of Low-Level Disruption (LLD) in lessons.
- Students calling parents to pick them up if they feel ill, without any contact through medical team or the Student Office.
- Staff having photos/videos taken and used in social media.
- Persistent safeguarding issues and concerns.

Student mobile device use is prohibited on the school site, including all social times and class changeover. This applies to any electronic device brought in by students that is deemed to be obstructive and disruptive to teaching and learning. This may include phones, iPods, Game consoles and smart watches. This does not include those students who require the use of electronic devices as an essential tool for their learning. Mobiles may be in school however they must not be seen or heard.

Students found with their devices or accessories out:

- The device is confiscated, and behaviour for learning policy followed.
- The device is placed in *SLT Office* to be collected at the end of the day by the student.
- Repeat offenders (two or more incidents), parents are to be contacted and are required to pick up the device from SLT office when convenient with pastoral team informing parents and an escalation sanctioned if required.
- If the student refuses to hand the device over, the school behaviour policy is to be followed and pastoral team to follow up if escalation is required.

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Declaration

Please only sign if you have fully read the Mobile Devices Policy. By signing the acceptance form you are agreeing that you have fully understood the Mobile Devices Policy.

I hereby confirm that I have read and fully understood the terms and conditions document attached and will strictly follow the Mobile Devices Policy.

Signature \*

Print Name

Date \*