



Use of Personal Devices & Mobile Phones Policy

Approved **13 December 2018**

Next Review **December 2019**

Document control	
Prepared By	DPO
Authorised By	Trustees
Published Location	https://www.dartmoormat.org.uk/policies-and-documents.html

Version control			
Version Number	Date issued	Author	Update information
1.0	13/12/2018	DPO	First Published Version

Personal Devices (Mobile Phones) Policy

Dartmoor Multi Academy Trust recognises that personal communication through mobile technologies is an accepted part of everyday life for learners, staff and parents/carers, but technologies need to be used safely and appropriately within our schools and colleges ('schools').

'Personal devices' include mobile phones, smart watches, tablets, iPods, MP3 players, and games consoles.

1. General Expectations

- 1.1. All use of personal devices will take place in accordance with the law and other appropriate policies, including Acceptable Use, Anti-bullying, Behaviour, Safeguarding, Confidentiality, Privacy Notices and Employee Code of Conduct.
- 1.2. Mobile phones and personal devices are not permitted to be used in specific areas within schools such as changing rooms, toilets and swimming pools.
- 1.3. The Trust accepts no responsibility for replacing lost, stolen or damaged mobile phones.

1.4. Electronic devices must not be used to

- Record, take or share images, video and audio (unless using school devices for educational purposes);
- Store and/access inappropriate/undesirable imagery or material, including those which promote pornography, violence or bullying of any description or which may be offensive, derogatory or otherwise contravene Trust or school Behaviour, Safeguarding or Code of Conduct policies;
- Record, take or share any images, video and audio of other students or staff at school
- Send abusive or inappropriate messages or content

2. Student Use of Personal Devices and Mobile Phones

- 2.1. Students will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
- 2.2. Personal Devices should only access the internet via school Student Wi-Fi networks to ensure appropriate and relevant filtering is in place. Unauthorised use of networks or attempts to circumnavigate networks may result in access being withdrawn. Where use of mobile networks (e.g. 4G) is used to circumnavigate appropriate filters, permission to use personal devices may be withdrawn.
- 2.3. In primary schools, pupils should not bring mobile devices to school. In our secondary schools, students' personal devices and mobile phones must be used in accordance with local procedures.
- 2.4. Mobile phones or personal devices will not be used by students during lessons or formal educational time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.

- 2.5. Mobile phones and personal devices must not be taken into examinations. Students found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.
- 2.6. Staff may confiscate a student's mobile phone or device if they believe it is being used to contravene the Trust's Behaviour or Anti bullying policy or could contain youth produced sexual imagery (sexting).
- 2.7. Searches of mobile phone or personal devices may be carried out, in accordance with the DfE "[Searching, screening and confiscation at school](#)" guidance document online. This gives Head teachers and staff authorised by them a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have pornographic images or images likely to cause personal injury to any person (including the pupil), or any other content prohibited in this policy. **School staff are expected to read and follow the guidance above, in particular Section 15 relating to Statutory guidance for dealing with electronic devices.**
- 2.8. If a student breaches this policy, devices may be confiscated. They will be stored securely and released to parents/carers at the end of the day.
- 2.9. If there is suspicion that material on a student's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.
- 2.10. The Trust accepts no responsibility for replacing lost, stolen or damaged mobile phones. The Trust accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

3. Staff Use of Personal Devices and Mobile Phones

- 3.1. Staff are advised to
 - 3.1.1. keep mobile phones and personal devices switched off or 'silent' mode in a safe and secure place during lesson time.
 - 3.1.2. ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times.
 - 3.1.3. not use personal devices during teaching periods, unless written permission has been given by the head teacher, such as in emergency circumstances.
 - 3.1.4. ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- 3.2. Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers.
- 3.3. Staff will not use personal devices to take photos or videos of learners and will only use work-provided equipment for this purpose.
- 3.4. If a member of staff breaches this policy, action will be taken in line with the Trust's Employee Code of Conduct Policy.
- 3.5. If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, the police will be contacted.

- 3.6. Members of staff will have access to a work phone, where contact with learners or parents/ carers is required. All staff will be issued with a work email address.
- 3.7. School devices must be suitably protected via a passcode/ pin and must only be accessed or used by members of staff.
- 3.8. The Trust reserves the right to search the content of any electronic device on officially provided devices at any time as part of routine monitoring.

4. Visitors' Use of Personal Devices and Mobile Phones

- 4.1. Parents/carers and visitors (including volunteers and contractors) are requested not to use their phones in areas where pupils are present. Phones should be kept in bags, unless permission has been given e.g. contractors using phones for servicing.
- 4.2. Personal devices must be used in accordance with our acceptable use policy and other associated policies, such as: anti-bullying, behaviour, safeguarding and image use.
- 4.3. We will ensure appropriate signage and information is displayed and provided to inform parents, carers and visitors of expectations of use.
- 4.4. Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL (or deputy) or head teacher of any breaches of this policy.