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Daubeney Academy

Mobile Phone & Other Smart Devices – Acceptable Use Policy

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Statement of intent

Mobile phones and other personal devices such as tablets, smart watches, e-readers, electronic dictionaries, digital cameras and laptops are everyday items in modern society and can be valuable tools to aid learning.

Mobile phones and personal devices can be used to communicate in a variety of ways with texting, cameras, voice recording and internet accesses all common features.

However, mobile phones and personal devices can present many problems when not used appropriately:

- They can undermine classroom discipline and disrupt learning;
- They are valuable items which may be stolen or damaged;
- Their use can render children or staff subject to online (cyber)bullying;
- Internet access on phones and personal devices can allow children to bypass security settings and filtering;
- Mobile phones and devices with integrated cameras and other recording systems could lead to child protection, sexting, bullying and data protection issues.

There is a need therefore to set clear guidelines regarding their use during the school day and to ensure the safety and well-being of all students and staff. In addition, all members of the Daubeney Academy community should encourage effective (verbal) communication at all times and should be discouraged from becoming overly reliant upon access to the digital world.

1. Legal framework

1.1. This policy has due regard to legislation, including, but not limited to, the following:

- Children and Families Act 2014
- Equality Act 2010
- Education Act 1996
- Education Act 2002
- Children Act 1989

1.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2016) 'Keeping children safe in education'
- DfE (2015) 'Working together to safeguard children'

2. Objectives

2.1 **Daubeney Academy** plans to achieve the core aims of this policy by achieving the following strategic and measurable objectives:

- To ensure that all members of the Daubeney Academy community are clear of the expectations regarding acceptable use of mobile phones and other smart devices
- To ensure that all members of the Daubeney Academy community are protected from risk regarding acceptable use of mobile phones and other smart devices whilst on the school site

3. Expectations of acceptable use of mobile phones and other smart devices at Daubeney Academy

3.1 Electronic devices of all kinds that are brought in to school are the responsibility of the user and not Daubeney Academy. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.

3.2 Daubeney Academy has clearly defined zones for mobile phone and other smart devices use, as follows:

- Red Zones: Absolutely no mobile phone or other smart devices use at any time; these areas include toilets, corridors, the lunch hall and meeting rooms.
- Amber Zones: Mobile phone or other smart devices use to take place at the discretion of the supervising adult; these areas will be learning spaces, such as classrooms, where the use of mobile phones or other smart devices may be used to aid learning.

- Green Zones: Mobile phone use is permitted at any time; these areas are clearly signposted.

3.3 Parents are discouraged from contacting students directly using mobile phones or other smart devices during the school day; likewise, students are discouraged from contacting parents directly using mobile phones or other smart devices during the school day. Instead, urgent contact is to be done via the school's main reception office.

3.4 Students who are found to have not adhered to the school's clear guidelines on acceptable use of mobile phones and other smart devices will be subject to the following sanctions:

- Serious (as decided by the Headteacher) misuse: student will not be allowed to bring a mobile phone or smart device to school, for a period of time to be decided by the Headteacher; other consequences may also be implemented.
- Minor (as decided by the Headteacher) misuse: student will be expected to put right what he/she has done wrong; other consequences may also be implemented.

3.5 Staff must be aware of safeguarding guidelines when using their own personal mobile phones or other smart devices on the school site; using their own personal mobile phones or other smart devices in order to post important messages on the school's official social media site must be done in an open and transparent manner and in agreement with the Headteacher; staff should use their own personal mobile phones or other smart devices to communicate with others only when necessary.

3.6 Use of social media sites by students whilst on the school site is not allowed; in addition, inappropriate use of social media accounts, particularly where it causes harm to either Daubeney Academy, its students or its staff, will lead to serious sanctions being imposed on the individual(s) by the school.

4. Roles and responsibilities

4.1 The governing body has a responsibility to:

- Fully engage all students and their parents/carers when drawing up policies that affect them.

4.2 The headteacher has a responsibility to:

- Ensure that all members of the Daubeney Academy community are clear of the expectations regarding acceptable use of mobile phones and other smart devices
- Ensure that all members of the Daubeney Academy community are kept up-to-date with any changes to the expectations regarding acceptable use of mobile phones and other smart devices

4.3 Class/subject teachers have a responsibility to:

Ensure that all members of the Daubeney Academy community are clear of the expectations regarding acceptable use of mobile phones and other smart devices

- Ensure that the expectations regarding acceptable use of mobile phones and other smart devices are implemented

5. Involving pupils and parents/carers in decision-making

- Parents/carers of all students are encouraged to ensure that their child is clear of the expectations regarding acceptable use of mobile phones and other smart devices

6. Supporting successful preparation for adulthood

- The school will ensure that students are encouraged to develop essential communicative skills and safeguarding awareness necessary for adult life

7. Data and record keeping

- The school will keep records of all incidents that took place on the school site regarding acceptable use of mobile phones and other smart devices and actions that were taken as a result.

8. Confidentiality

- The school will not disclose any information regarding incidents that took place on the school site regarding acceptable use of mobile phones and other smart devices and actions that were taken as a result without the prior consent of parents/carers.

9. Resolving disagreements

Daubeney Academy is committed to resolving disagreements between pupils and the school. In carrying out of duties we:

- Support early resolution of disagreements at the local level.
- Explain the independent disagreement resolution arrangements in our Complaints Policy.

10. Monitoring and review

10.1 The policy is reviewed on an **annual** basis by the **headteacher** in conjunction with the **governing body**; any changes made to this policy will be communicated to all members of staff.

10.2 All members of staff are required to familiarise themselves with this policy as part of their induction programme.