

Mobile Phone Policy

Signhills Academy



Approved by: Full Governing Board

Date: Spring 2026

Next review due by: Spring 2027



Mobile Phone Policy

1. Introduction and aims

At Signhills Academy we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, 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 pupils, 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
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

SLT are responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

At Signhills Academy we believe that mobile phones are an invaluable vehicle of communication. All staff are connected by a WhatsApp Group which easily enables staff to keep each other informed of everyday notices and ask/answer general enquiries. To facilitate this, staff are permitted to use their own, personal, mobiles during the school day, however, this must not detract from teaching and learning.

3.2 Data protection

All staff are required to sign and adhere to an acceptable use policy. (See ICT and acceptable use policy)

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff are permitted to take photographs of pupils learning experiences and achievements on their personal mobile phones. Once such images have been used or uploaded for: display, evidence of learning or uploaded on to the school's blog, staff must delete the images from their device immediately.

Where staff choose to access school systems on their personal devices, for example CPOMS, school emails, these devices must be kept secure.

Staff are permitted to use their personal devices to access the internet by selecting Guest Wifi. It is the responsibility of staff to ensure that personal devices used in school are secure, protected from viruses and malware in order to maintain confidentiality, meet GDPR UK requirements and protect the Academy's systems from online threats.

3.4 Using personal mobiles for work purposes

At Signhills Academy, we believe that it is appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Accessing school emails
- Accessing school systems such as CPOMS

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Refrain from using their phones to contact parents. If absolutely necessary, for example; carrying out Parents' Consultations from home, staff must hide their caller ID so that their personal contact number remains anonymous.

3.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

We encourage our pupils to leave their mobile phone at home. On occasions where pupils do bring their mobile phones to school, if for example they travel to and from school unaccompanied from a distance or if a pupil is spending the night away home, they should turn off their device when entering the school site and hand it in to their class teacher who will lock it away in a secure box until the end of the school day. Pupils are not allowed to access their mobile phones during the school day unless there are special circumstances, for example young carers who need to be contactable. In such situations, mobile phone access will be discussed and agreed between the

pupil, parent or carer and school. Pupils are not to take mobile phones on school trips or residential.

5. Use of mobile phones by parents, volunteers and visitors

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.

Parents, volunteers and visitors are welcome to use their mobile phones inside the school building. If they wish to utilise the school Wifi, they must ask for a guest Wifi ticket from the school office. Each ticket has a unique code which the user must enter on their device in order to access the school Wifi. Before gaining access to the schools' Wifi, users will need to agree to the schools' terms and conditions.

6. Loss, theft or damage

Pupils bringing phones to school must give their phone to their class teacher who will store it in a secure box until the end of the school day.

Pupils 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 pupils are travelling to and from school.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations