



LIONHEART
EDUCATIONAL
TRUST

MOBILE PHONE POLICY

**This policy applies to all schools in
The Lionheart Educational Trust**

Approved by Trust Board:

September 2024 - September 2026



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1.0 Purpose

- 1.1 The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly at school. This Mobile Phone Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide can continue to be enjoyed by our staff and students.
- 1.2 The Lionheart Educational Trust (The Trust) has established the following Mobile Phone Policy to provide teachers, students, parents and carers guidelines and instructions for the appropriate use of mobile phones whilst on any Trust site.
- 1.3 Students, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones to school.
- 1.4 The Mobile Phone Policy for mobile phones also applies to students during school excursions, camps and extracurricular activities both on the school campus and off-site.
- 1.5 For the avoidance of doubt and as most devices are multi-purpose 'Mobile Phone' means any electronic device that is capable of playing or recording audio files, video files or taking photographs.

2.0 Policy

- 2.1 This Mobile Phone Policy applies to all individuals who have access to personal mobile phones on any Trust site. This includes staff, students, young people, parents, carers, visitors and contractors.
- 2.2 For the purposes of this policy, the term "Staff" means all members of Trust staff including permanent, fixed term, and temporary staff, governors, secondees, any third party representatives, agency workers, volunteers, interns, agents and sponsors engaged with the Trust in the UK or overseas. This policy also applies to all members of staff employed by any of the Trust's subsidiary companies.

3.0 Roles and Responsibilities

Students

- 3.1 It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- 3.2 The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/mis-use of those capabilities.
- 3.3 Students should keep their mobile phones on silent or switched off and out of sight (e.g. in a locker, bag or pocket) during class time.
- 3.4 Parents/carers should be aware that if their child takes a mobile phone to school it is assumed household insurance will provide the required cover in the event of loss or



damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

- 3.5 Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached in a relevant and appropriate way.

Staff

- 3.6 Staff should have their mobile phones on silent or switched off and out of sight (e.g. in a drawer, bag or pocket) during class time.
- 3.7 Use of mobile phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms etc.
- 3.8 Staff should security protect access to all functions of their mobile phone. This applies to both personal and trust issued devices.
- 3.9 Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras or tablets.
- 3.10 Staff should take care when taking legitimate photos or videos of students not to accidentally include other students who have opted out of the media permissions.
- 3.11 Staff should not provide parents or pupils with their personal mobile phone number.

4.0 Mobile Phones for work related purposes

- 4.1 Trust staff who have been issued with a mobile phone to aid the execution of their role should ensure that mobile phone use is appropriate and professional (and will never include taking photographs of children).
- 4.2 Members of staff are reminded that using hand held mobile phones whilst driving is a criminal offence.

5.0 Review

- 5.1 This policy will be reviewed periodically as it is deemed necessary to ensure that it remains appropriate and up to date. These reviews will be no less frequently than every two years. The policy review will be undertaken by the Head of IT for the Trust and ratified by the Trust Board.