



KINGSTONE ACADEMY TRUST  
APPROVED DOCUMENT

Acceptable use of Mobile Phones and the Internet	
Relevant School/s:	KHS & KTPS
Policy Officer:	Sally Spreckley
Approval:	Delegated
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Next Review:	December 2025 (or in light of legislative change)
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# Acceptable use of Mobile Phones and the Internet

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will in return expect students to be responsible users

## Use of the Internet

There are concerns about children having access to inappropriate material via the internet, however KAT takes a range of measures to minimise these risks. A filtering system is in operation which restricts access to inappropriate materials, and this is supplemented by an internet safety programme, which teaches safe and appropriate behaviours to adopt when using the internet and other technologies. Although internet use is supervised and filtered within our schools, families should be aware that some students may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people.

Network accounts are to be used only by the authorised owner of the account. If students find a computer logged in, they should do nothing in that account except log out or inform the teacher.

It is the responsibility of users to make back-up copies of their work. The school will exercise due care with backups but will not be held responsible for lost data.

The storing of electronic data on the school network, either school-related or personal, can be monitored. The downloading, distribution and storage of music, video, film or other material is forbidden unless it is to be specifically utilised for learning and teaching purposes. All data stored on the school network is controlled under the Data Protection Act.

Activity on school ICT systems will be monitored and that the school will contact parents if there are any concerns about possible breaches of the Policy.

## Use of Mobile Phones

We recognise that many of our students have mobile devices (mobile phones, tablets etc.). **The school rule is that Mobile Phones must be 'not seen and not heard'**

If a mobile phone is brought to school it must be switched off and placed in the student's bag at all times between 8.50am and 3.15pm. This rule applies at all times once students enter the school site including break and lunchtime.

If they are either 'seen' or 'heard' then the device will be confiscated by a member of staff. If 'phones are seen they will be confiscated and held for collection from the school office.

Where parents and students need to contact each other during the school day they should do so only through the school office and not via the student's mobile device.

**The only times mobile phones will be allowed are:**

- If, when in a lesson, a member of staff gives student(s) explicit permission to use devices to enhance their learning
- When a member of staff is standing next to a student and gives them explicit permission to use a mobile phone (for example to call family).

If a mobile device is confiscated the matter will be recorded on the child's behaviour log on Go4Schools

- On the first occasion in a term in which a student's device is confiscated they will be permitted to collect it at the end of the day
- On the second occasion a device is confiscated from a student in a term, parents/carers will be contacted and asked to collect the telephone
- On the third occasion a device is confiscated from a student in a term, their parent/carer will be and asked to collect the telephone and to discuss their child's behaviour. The student will then not be permitted to have the mobile device in their possession on the school site for the remainder of the academic term.

The school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material (including, but not exclusively, those which promote pornography, violence or bullying)

**Data Protection**

It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission. Any digital images of students and staff which are present on a student's personal device are considered personal data and are covered by the data protection act. This means that the image must be processed in line with data protection principles. Such images must not be used or shared in any form without prior written consent from the school or from the parent/carer of the student involved.

This policy will operate in conjunction with other policies including the Behaviour Policy and the Safeguarding Policy.