

1. PURPOSE

- 1.1 At Indie Education (**Indie**) we recognise that mobile phones, including smart phones, are an important part of everyday life for our learners, parents and colleagues, as well as the wider college community.
- 1.2 This Policy aims to:
- (a) Promote, and set an example for, safe and responsible phone use
 - (b) Set clear guidelines for the use of mobile phones for learners, colleagues, parent/carers and volunteers
 - (c) Support the college's other policies, especially those related to safeguarding, child protection, behaviour and data protection
- 1.3 This Policy also identifies challenges associated with mobile phones in a college setting, including:
- (a) Risks to child protection
 - (b) Data protection issues
 - (c) Potential for lesson disruption
 - (d) Risk of theft, loss, or damage
 - (e) Appropriate use of technology in the learning space

Safeguarding both learners & colleagues

2. SCOPE

- 2.1 This Policy applies to all Indie learners, colleagues (including full time, part time, permanent, fixed term and casual employees), contractors, volunteers, trustees and visitors.

3. ROLES AND RESPONSIBILITIES

3.1 Colleagues

- (a) All colleagues (including supply staff) will be responsible for the implementation and enforcement of this Policy.
- (b) The Indie Leadership Team will be held responsible for monitoring and reviewing the Policy, while also holding colleagues and learners accountable for its implementation.
- (c) CEO will be involved in initial Policy approval and will assist in reviewing any future modifications of this Policy

4. USE OF MOBILE PHONES BY COLLEAGUES

4.1 Personal Mobile Phones

- 4.1.1 Colleagues, including supply staff, volunteers, contractors and anyone else otherwise engaged by the college, are not permitted to make or receive personal calls/texts or engage in personal social

media while learners are present during contracted time. However, some circumstances where it may be appropriate for colleagues to use of their phone during contact time are:

- (a) For emergency contact by their child, or their child's school
- (b) In the case of acutely ill dependents or family members
- (c) In case of need to contact for support from colleagues when working in isolation without access to a college device.

4.1.2 The DCEO or centre lead will decide, on a case-by-case-basis, whether to allow for any other work-related special arrangements.

4.1.3 If special arrangements are not deemed necessary, colleagues can use the college number as a point of emergency contact.

4.1.4 Use of personal mobile phones is permitted around learners in the event of an emergency. It is anticipated that on occasion young people may reach crisis point and additional support will be required. In these cases, use of mobile phones offer a safe, rapid & effective form of communication for additional support.

4.2 **Data Protection**

4.2.1 Colleagues must not use their personal mobile phones to process personal data, or any other confidential college information. Furthermore, no college related data may be stored on a personal mobile handset and uploaded to a personal Cloud account, either deliberately, or in an automated way.

4.2.2 Personal colleague mobile devices used for any work capacity must be encrypted, and have a complicated alphanumeric password set up to access the device. If this is in place, facial and fingerprint recognition is permitted. Short numeric codes, or shape codes, are not permitted. More detailed guidance on data protection can be found in the Data Protection Policy and ICT Acceptable Use Policy

4.3 **Safeguarding**

4.3.1 Colleagues must refrain from giving their personal contact details to parents/carers or learners, including connecting through personal social media and messaging apps.

4.3.2 Work related communication is available through college email, Arbor or college devices. In the event a personal mobile phone is used, a prefix 141 must be used.

4.3.3 Learner and parent/carer contact information must not be stored on personal mobile devices. Arbor can be used to access contact details, when required.

4.3.4 Colleagues must refrain from publicising their contact details on any social media platform or website to avoid unwanted contact. Colleagues must not use their mobile phones to take photographs or recordings of learners or anything which could identify a learner. If it's necessary to take photos or recordings as part of a lesson/college trip/activity, this must be done using college equipment.

4.4 Personal Phones for Work

4.4.1 In some circumstances, it may be appropriate for colleagues to use personal mobile phones for work. Such circumstances include, but are not limited to:

- (a) Emergency evacuations
- (b) Supervising off-site trips
- (c) Supervising residential visits
- (d) Working 1:1 in college

4.4.2 Colleagues may use personal mobile phones when supervising residential visits or trips, if necessary, when a college mobile isn't available. However, their contact details should not be available for parents/guardians. In these circumstances, colleagues will:

- (a) Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- (b) Not use their phones to take photographs or recordings of learners or anything which could identify a learner
- (c) Try to refrain from using their phones to contact parents. If necessary, contact must be made via a college mobile or using the prefix 141.

4.5 Work Phones

4.5.1 Indie Education provides mobile phones to centre leads that need to be contactable throughout the college day. Only authorised colleagues are permitted to use these phones, and access to the phone must not be provided to anyone without authorisation from the CEO.

4.5.2 Colleagues with college phones must:

- (a) Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- (b) Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.
- (c) Avoid accessing social media through these devices, unless given specific, work-related reasons to do so. This may include adding information and posts to Indie Education social media accounts. However, personal social media accounts should not be accessed.

5. USE OF MOBILE PHONES BY LEARNERS

5.1 Learners are allowed to bring a mobile phone to college, but the phone should be silent and out of sight during learning time, unless directed otherwise by the lead teacher or assistant teacher.

5.2 Learners' use of mobile phones will be monitored by colleagues during unstructured times or break out time to ensure responsible use.

5.3 Learners must adhere to Indie's 'Acceptable Use Policy for Mobile Phone Use' (see Appendix A).

6. USE OF PHONES BY PARENTS, VOLUNTEERS AND VISITORS

- 6.1 Parents, visitors and volunteers (including governors and contractors) must adhere to this Policy as it relates to colleagues if they are on the college site during the college day. This means:
- (a) Not taking pictures or recordings of pupils, unless authorised by the Headteacher.
 - (b) Not using phones in lessons, or when working with pupils, for personal use.
- 6.2 Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at college.
- 6.3 Parents and carers must use the college number as the first point of contact if they need to get in touch with their child during the college day. They must not try to contact their child on his/her personal mobile during the college day.

7. LOSS, THEFT OR DAMAGE

- 7.1 Learners bringing phones to college must ensure that phones are silent and away during learning time. They should be appropriately labelled or identifiable. Learners should secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- 7.2 Colleagues must also secure their personal phones through encryption and adequate alpha-numeric password protection (at least 8 characters or more), as well as any work phone provided to them. Failure by colleagues to do so could result in data breaches, with potential disciplinary action.
- 7.3 Indie Education accepts no responsibility for learner or colleague mobile phones that are lost, damaged or stolen on college premises or transport, during visits or trips, or while pupils are travelling to and from college.
- 7.4 In the event of a colleague handset or smartwatch being damaged during physical intervention, the college will investigate and seek to meet associated repair costs, if deemed appropriate by the CEO.
- 7.5 In the event that a learner's device is damaged, lost or broken during physical intervention, the college will not accept responsibility.
- 7.6 Confiscated phones will be stored in the college safe, in an envelope clearly marked with a learner name, why it was confiscated, and the date. In the event a phone is confiscated from a learner, the college becomes responsible for the phone, and can be held responsible for loss, theft, or damage.
- 7.7 Lost phones, when found, will be returned to the college safe. The college will then attempt to identify and contact the owner.
- 7.8 To support communication of above Policy agreement between home, college and learner will be completed on admission.

8. SANCTIONS

8.1 Colleagues

- (a) Colleagues that fail to adhere to this Policy may face disciplinary action.

8.2 Learners

- 8.2.1 If a learner is in breach of this Policy, colleagues will address this with them and discuss steps forward with parents and carers, looking for an opportunity to refine behaviour.
- 8.2.2 Phones may be confiscated if behaviour escalates and threatens the well-being and safety of fellow learners or our team of colleagues. Schools and colleges are permitted to confiscate phones from learners under sections 91 and 94 of the Education and Inspections Act 2006. The confiscation must be lawful, reasonable and proportionate.
- 8.2.3 If a phone is confiscated, it will be stored securely in the college safe and returned at the end of the day by a centre lead. If deemed necessary, the phone will be returned to a learner's parent / guardian, who will come to college to collect it. It is the college's responsibility to keep the device safe when confiscated.
- 8.2.4 Colleagues have the power to search learners' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows colleagues to search a learner's phone if they have reason to believe the phone has been used inappropriately (i.e. It contains pornographic images, it is/has been used to commit an offence or cause personal injury, etc.).
- 8.2.5 Certain types of conduct, bullying or harassment can be classified as criminal conduct. The college takes such conduct extremely seriously and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:
- 8.2.6 Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
 - (a) Upskirting
 - (b) Threats of violence or assault
 - (c) Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation
 - (d) Bullying through abusive calls, emails, social media posts or messaging

9. MONITORING AND REVIEW

- 9.1 Indie Education is committed to ensuring that this Policy has a positive impact on our learners' education, behaviour and welfare. The college will take into account:
 - (a) Feedback from parents and learners
 - (b) Feedback from colleagues
 - (c) Records of behaviour and safeguarding incidents
 - (d) Relevant advice from the Department for Education, the local authority or other relevant organisations.
- 9.2 In accordance with Indie's policy review protocol, this Policy will be monitored and reviewed

biennially. If there are material changes to circumstances before the 2 year review period, the Policy will be reviewed immediately to ensure its contents remain effective and up to date.

10. AUTHORISATION

10.1 This document has been authorised by the Chief Executive Officer.

APPENDIX A: MOBILE PHONE ACCEPTABLE USE POLICY FOR LEARNERS

You must adhere to the following rules if you bring your mobile phone to college:

11. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
12. Phones must be silent during learning time.
13. You cannot take photos or recordings (either video or audio) of college staff or other pupils without their consent.
14. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
15. Don't share your phone's passwords or access codes with anyone else.
16. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - (a) Email
 - (b) Text/messaging app
 - (c) Social media
 - (d) Phone calls
17. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
18. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in college, as they are against the law.
19. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the college's behaviour policy and may, on occasions, also be against the law.
20. Don't use your phone to view or share adult/illegal or other harmful content.
21. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the college's behaviour policy and will be dealt with accordingly.
22. **THE COLLEGE IS NOT RESPONSIBLE FOR THE REPAIR OF BROKEN MOBILE PHONES AND WILL NOT COVER THE COST FOR REPAIR.**

Learner Agreement

I understand the points above and agree to follow the rules and guidelines of the 'Mobile Phone Policy'.

Learner signature: _____

Parent/Carer signature: _____

APPENDIX B: MOBILE PHONE ACCEPTABLE USE POLICY FOR COLLEAGUES

You must adhere to the following rules if you bring your mobile phone to college:

1. You may not use your mobile phone for personal calls, texts, or personal social media or messaging, whilst learners are present or during contracted time, unless you have specific permission from a centre lead.
2. If you wish to use your mobile device on site for work, it must be encrypted and have a complicated alpha-numeric password. If this is in place, face recognition and fingerprint access is permitted.
3. Short, numeric passwords, or shape codes are not permitted as adequate security.
4. You may use your personal device for contact for work purposes when working with pupils when isolated or off-site, or when without easy access to a college phone. You must use the prefix 141 for all calls, and Arbor for messages.
5. You must not store contact details for learners or parents/carers on personal devices. They can be accessed through the Arbor app, which you can download on your phone.
6. You cannot take photos or recordings (either video or audio) of colleagues or learners on a personal mobile device.
7. You must avoid sharing your contact or social media details with parents/carers, and don't share other people's contact details without their consent.
8. You are allowed to access college emails on your personal device. However, this must ONLY be through the Microsoft Outlook app, and your device must meet expectations from point 2 (above). Outlook must also have Face recognition or Fingerprint access set up as additional security, if available.
9. If you access college emails on your mobile device, the Microsoft Outlook app must not be backed up to your personal Cloud account (e.g. iCloud)
10. Do not allow learners to use your personal devices.

Colleague Agreement

I understand the points above and agree to follow the rules and guidelines of the 'Mobile Phone Policy'.

I understand that failure to follow these guidelines may result in disciplinary action.

Staff signature: _____

Staff name (Print): _____

Job title: _____

APPENDIX C: TEMPLATE MOBILE PHONE INFORMATION FOR VISITORS

Use of mobile phones in our college:

- 1.** Please keep your mobile phone on silent/vibrate while on the college grounds.
- 2.** Please do not use phones where learners are present.
- 3.** If you must use your phone, please go somewhere away from learners.
- 4.** Do not take photos or recordings of learners or our staff team.
- 5.** Do not use your phone in lessons, or when working with learners.
- 6.** The college accepts no responsibility for phones that are lost, damaged or stolen while you are on the college grounds.

A FULL COPY OF OUR MOBILE PHONE POLICY IS AVAILABLE ON OUR INDIE EDUCATION WEBSITE.