



Hautlieu School
Mobile Phone Policy

Author – Claire Jackson

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1. Introduction and aims

In line with the instructions provided by the Minister for Education and Lifelong Learning in June 2025, Hautlieu aims to foster digital confidence, set healthy boundaries and build the resilience of students to thrive on-line and off-line.

Our policy aims to:

- Set clear guidelines for the use of mobile phones for Key Stage 4 and Key Stage 5 students, staff, parents/carers, visitors and volunteers
- Support Hautlieu School's other policies; Safeguarding, Counter-Bullying and Behaviour for Learning

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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.

The Deputy Headteacher for Student Progress and Staff Development is responsible for monitoring the policy annually, reviewing it, and holding staff and Students accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) should not be using their personal mobile phone, while students are present/during contact time unless it is to use the Authenticator App to allow for Two Factor Authentication of system logins or for contacting the Exams Officer when invigilating an examination. Use of personal mobile phones should be restricted to non-contact time.

There may be circumstances in which it's appropriate for a member of staff to have use of their mobile phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The member of staff must seek permission from the Headteacher who will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01534 736242 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

For more detailed guidance, please refer to Staff ICT Acceptable Use Policy (Appendix 1)

3.3 Safeguarding

Staff must inform the school of any prior relationship with a student. They must not give their personal contact details to parents/carers or students unless they have declared this prior relationship. This includes connecting through social media and messaging apps.

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

Staff must not use their personal mobile phones to take photographs or recordings of students, their work, or anything else that could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

3.4 Using personal mobiles for work purposes

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

- Use of multi-factor authentication
- Emergency evacuations

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct and acceptable use policy.

4. Use of mobile phones by students

Key Stage 4 Students

In line with the instructions given by the Minister for Education and Lifelong learning in June 2025, Government of Jersey Schools and Colleges including Hautlieu will not allow phone use at any time during the school day, including break and lunch times for all students up to the end of Key Stage 4. If a student brings a mobile phone into school, then it must be switched off, not visible and kept in their bags at all times. Frequent reminders will be given through assemblies and Mentor time messages.

Medical exemption

Key Stage 4 students who have a medical exemption (e.g mobile phone is used for medical updates linked to insulin pumps) may keep their mobile phone switched on in their bags. Students who have permission will be issued with a sticker with the letter 'M' which will be stuck to the back of

their lanyard card holder. In addition, their names will be circulated to all staff and the exemption added to a quick note in SIMS by the EWO responsible for Health Care Plans.

Key Stage 5 Students

For Key Stage 5 students, during lessons mobile phones are not to be seen or heard unless prior permission has been sought by the student from their teacher. Such circumstances may include but are not limited to:

- Using a mobile phone to take photos of the board to support with note taking
- Using a mobile phone for learning purposes such as but not limited to Satchel:One, Seneca, DrFrost Maths, OneNote. This is always through direction from a member of staff

Key Stage 5 students are able to use their mobiles phones during non-contact time around the school building during the school day in a responsible and safe manner.

For more detailed guidance, please refer to Student ICT Acceptable Use Policy (Appendix 2)

4.1 Sanctions

Key Stage 4

If a mobile phone is found in use during the school day, the phone will be taken from the student and be stored in the school office, placed in an envelope with the student's name on it. The phone can be collected at the end of the day.

When a staff member has taken a mobile phone from the student, they are responsible for placing it in an envelope with the student's name on the front and delivering it to reception. They must also log under SIMS|Behaviour|Mobile Phone as soon as possible.

If a student refuses to hand over their mobile phone, then Senior Leadership will be contacted for support. Should a student have their mobile phone taken from them on more than one occasion, then parents will be contacted and asked to collect the phone from Main Reception.

Key Stage 5

Any phone usage must adhere to our Behaviour for Learning Policy and Acceptable Use Agreement and a serious breach of this will result in the phone being taken from the student.

When a staff member has taken a mobile phone from the student, they are responsible for placing it in an envelope with the student's name on the front and delivering it to reception. They must also log under SIMS|Behaviour|Mobile Phone as soon as possible.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. Hautlieu takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault

- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

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

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to 'The Guidance for Visitors to Hautlieu'

This means:

- There is no use of photographic, video or audio equipment on site without prior agreement of a Deputy Headteacher or Headteacher
- The use of IT equipment, access to network etc. must comply with acceptable use policy (Appendix 1)
- If you would like to share on a social media about a visit to Hautlieu, then the Business Manager needs to be contacted.

6. Loss, theft or damage

In line with the instructions given by the Minister for Education and Lifelong learning in June 2025, if a Key Stage 4 student brings a mobile phone into school, then it must be switched off, not visible and kept in their bags at all times.

Key Stage 5 students must secure their mobile 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 to do so could result in data breaches.

Hautlieu 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 Students are travelling to and from school.

When a phone is taken from a student it will be stored in the school office, placed in an envelope with the student's name on it. The phone can be collected at the end of the day.

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

7. Monitoring and review

Hautlieu school is committed to ensuring that this policy has a positive impact on Students' education, behaviour and welfare in accordance with the instructions from the Minister for Education and Lifelong Learning in June 2025.

8. Links to UNCRC – Rights Respecting Schools

This policy links to the following UNCRC articles:

Article 1: Everyone under 18 has all of these rights

Article 2: You have the right to protection against discrimination. This means that nobody can treat you badly because of your colour, sex or religion. If you speak another language, have a disability or are rich or poor

Article 3: All adults should always do what is best for you

Article 12: You have the right to express views on matters affecting you

Article 28: You have the right to an education

Article 29: Education must develop talents and abilities to the full

Article 42: All adults and children should know about this convention. You have the right to learn about your rights and adults should learn about them too.

9. Useful Links

- Jersey Keeping Children Safe in Education
- Guidance for visitors to Hautlieu

10. Links to other policies

This policy is linked to:

- Behaviour for Learning Policy
- Counter Bullying Policy
- Acceptable Use Policy – Students and Staff
- AI Policy

11. Appendices

Appendix 1: Hautlieu School - Acceptable Use Policy (Staff)



Hautlieu School Acceptable Use Policy (All Members of Staff)

The primary purpose of this Acceptable Use Policy is to safeguard students and staff in Hautlieu School. It details the actions and behaviours that are required from members of staff in order to maintain an e-safe environment and is based on both prior documentation and current best practice drawn from a wide range of sources.

You must not use any ICT on-site until you have signed this document.

1. I agree that the rules contained in this document will apply to me at all times when I am using ICT hardware (computers, mobile phones, peripherals, etc) and facilities (software, networks, charging sockets, etc) in Hautlieu School even if the equipment that I am using belongs to me.
2. I am responsible for my use of my own log-in details: I will not knowingly allow any other person to use my log-in details; if I suspect that they have become known to others then I will immediately ask for these details to be changed.
3. I will respect all Hautlieu School ICT equipment / facilities. I will report any faults that I find and any damage that I accidentally cause.
4. I am familiar with both the current Hautlieu School and Department for Children, Young People, Education and Skills Data Protection Policies and I agree that I am responsible for the security of all personal data that is in my possession. I agree that I will lock all devices I use when leaving them unattended so that all personal data that relates to an identifiable person cannot be accessed by unauthorised individuals.
5. I agree that I will use my school owned devices to complete the majority of my work and only use a removable memory device in exceptional circumstances. I will ensure that any removable memory devices are encrypted or contain password-protected files to prevent unauthorised access.
6. If bringing my own ICT equipment into school then I will obey all the extra rules I will be given about how I can use my ICT equipment on-site to access the Wi-Fi and school network. I agree that all traffic to and from the internet will be de-encrypted as part of the proxy service run by the Education Department.

7. I understand that the school will monitor the content of the searches that I make and websites that I visit on all devices connected to the network on a daily basis. I also agree that my personal ICT devices can be inspected at any time by the Headteacher and may be confiscated if the Headteacher decides this is necessary. I understand that the results of all such monitoring and recording may be shared with other parties if I break the terms of this Acceptable Use Policy.
8. I will not deliberately attempt to access any unsuitable websites, services, files or other resources (see Additional Guidelines, appended, paragraph n) when on-site or using Hautlieu School equipment / facilities. I will only use websites and web based applications with students when they have been risk assessed and I have reviewed the terms and conditions and am satisfied that they do not pose a significant online safety or data protection risk.
9. I agree that the provision of Hautlieu School ICT equipment / facilities is for educational purposes although limited personal use is permitted provided that this is not done during normal working time and does not contravene any of the other rules in this document.
10. I am aware that downloading copyright materials (including music and video files) without paying the appropriate license fee may be a criminal act. I am aware that any involvement in criminal acts in relation to the use of ICT on-site or using Hautlieu School equipment / facilities may result in appropriate disciplinary or legal action. I will not deliberately engage in these acts.
11. I will not deliberately view, send, upload or download any material that is unsuitable (see paragraph n) for the school environment while I am in that environment or using any Hautlieu School ICT equipment / facilities. If I accidentally encounter any such material then I will immediately close (but not delete, in the case of emails) the material and report it to the Designated Safeguarding Lead (DSL) or a senior member of staff. I will not be penalised if I view unsuitable material accidentally and by reporting such incidents I will help to improve e-safety. If I am in any doubt about the suitability of any material, or if a colleague raises doubts, then I will not (re)access the material without the agreement of my DSL. I will not access material that my DSL has rated as "unsuitable".
12. I will carefully consider how I disclose my personal details such as my home address and personal telephone numbers when online. I realise the importance of scrutinizing privacy policies on websites and apps in order to protect my personal data. If I disclose any data on the school network then I agree that Hautlieu School will not be responsible for maintaining the security of the details that I have given. I agree that I will never pass-on the personal details of another person without that person's permission.
13. When using Office 365 and SharePoint I will carefully consider the information and documentation that I am sharing and the audience it is appropriate for, being careful not to share any personal data in the public domain without prior permission, and seek advice from the Data Protection Officer when I am unsure if I can share material or not.

14. When using email I will make sure that I choose the right address before I click send and use Blind Carbon Copy or "bcc" when emailing two or more students at any time. I will always verify parent e-mail addresses before sending out replies.
15. I realise that e-mails going outside of school are not encrypted and therefore not secure. If I consider that the content of the email should be encrypted or password protected, then I will speak with the Designated Safeguarding Lead at school before sending.
16. I agree that professional standards of communication will be maintained at all times when using Hautlieu School ICT equipment / facilities.

Additional e-safety guidelines for members of staff

- a. Do not share your personal mobile telephone number, email address or other social media/communication details with students and parents.
- b. Be very cautious about responding to communications from unknown senders.
- c. Do not use bulk emailing (including Reply All) unnecessarily as this increases data traffic.
- d. Be cautious when meeting somebody who you have previously only known online: online identities are easy to fake and the person you are meeting may not be who he / she claims.
- e. Be wary of people who may try to trick them into giving out personal details. If you receive a request for information either in person, by letter or e-mail, please immediately inform the school Data Protection Officer.
- f. Be aware that you may be personally prosecuted if you deliberately give out personal details without permission.
- g. Always use a strong password - these are long (at least seven characters) and have a combination of upper and lower case letters, numbers and the special keyboard characters like the asterisk or currency symbols.
- h. Do not to send offensive emails about other people, their private lives or anything else that could you or Hautlieu School into disrepute.
- i. Do not believe emails that appear to come from your bank that ask for your account, credit card details or your password (a bank would never ask for this information in this way).
- j. Do not to open spam e-mail – not even to unsubscribe or ask for no more mailings. In these cases, please delete the email immediately.
- k. Do not share any information with a third party / external organisation without speaking with the school Data Protection Officer in advance
- l. Remember that everything you do in cyberspace leaves a "digital footprint". If you post a silly or potentially embarrassing photograph of yourself online then that image may be copied, modified and distributed far beyond your control and for a long time into the future.

It is frequently impossible to completely remove any material that is uploaded to the Internet.

- m. The use of external social networking sites to linked to the school community must be treated with caution as the security of such sites, and any comments or materials posted on them, cannot be guaranteed and may leave staff open to accusations of inappropriate behaviour.
- n. "Unsuitable" material is firstly defined as any material that would be so rated by a reasonable professional judgment. If any student is offended by any displayed or accessed material then this matter must be reported to the school Designated Safeguarding Lead (in consultation with the Department for Children, Young People, Education and Skills if necessary) who will make a formal assessment about whether or not the material is "unsuitable". Material that has been formally rated as "unsuitable" must not be accessed, viewed or displayed using Hautlieu School equipment / facilities.
- o. Do not hesitate to ask for help if you need advice about any aspect of e-safety as it relates to your professional duties.

Staff Declaration

I confirm that I have read and agree to be bound by the rules that are set out in this document.

I realise that any contravention of the rules set out in this document may result in penalties being applied and will, in serious cases, result in a disciplinary procedure and / or dismissal.

Tick here to confirm that a copy of
this document has been given to the
signatory.
Signature of manager providing the copy:

Staff Signature: _____

Staff Name: _____

Date: _____

Appendix 2: Hautlieu School - Acceptable Use Policy (Students)

You must not use any ICT in Hautlieu School until you and your parents have signed this document. Please read it carefully and ensure that you have fully understood the document before signing.

- 1.** I agree that the rules contained in this document will apply to me at all times when I am using ICT hardware (computers, mobile phones, peripherals, etc.) and facilities (software, networks, charging sockets, etc.) in Hautlieu School even if the equipment that I am using belongs to me.
- 2.** I will only log into the Hautlieu school network using my Hautlieu account and not any other accounts I may have used in previous schools.
- 3.** I will not deliberately modify, damage or vandalise school ICT equipment. If I accidentally break anything then I will tell a teacher straight away.
- 4.** In bringing my own ICT equipment to school then I will obey all the extra rules I will be given about how I can use my ICT equipment on-site. I agree that all traffic to and from the internet will be de-encrypted as part of the proxy service run by the Education Department. I understand that the school will also monitor the content of the searches that I make and websites that I visit on a daily basis. I also agree that my ICT devices can be inspected at any time by teachers and may be confiscated if a teacher decides this is necessary.
- 5.** I realise that my use of home-owned equipment in school and school owned ICT devices will be monitored and that **everything** I do may be recorded. I agree that I have no right to privacy and I agree to being monitored and recorded at all times. I realise that the results of this monitoring may be shared with other people if I break any of the rules or if my actions are of a criminal nature.
- 6.** I will not access any websites, services (including proxy), files or other resources that are blocked or which I know that I am not allowed to access.
- 7.** I will always log-in to the school network using my own user name and password: I will not disclose my log-in details to anybody else. I agree that I will be responsible for everything that is done using my log-in details and for all files that are held in my personal storage area, and lock my workstation when I need to leave it unattended for a short period of time. If I think that somebody else has discovered my log-in details then I will tell a teacher / ICT Technician immediately so that my log-in details can be changed.
- 8.** I agree that my use of ICT devices belonging to Hautlieu School will mainly be for educational purposes unless I have permission from a teacher for other uses at specific times. I understand that I can carry and use personal devices, including mobile phones, when not in lessons, and that I am only permitted to use such devices in lessons with the explicit consent of the teacher.

9. I will only print documents relevant for school use and will not print inappropriate documents or images. I will intentionally check the location (printer) to which I send print jobs to avoid wasting school resources.

10. I agree never to illegally download or upload copyright materials. Downloading copyright materials (including music and video files) without paying the appropriate licence fee is often a criminal act that will be treated as theft.

11. Proper conduct must be maintained at all times while using ICT. I agree that I will not harass, bully, insult or attack others via email, social media or any other means. The use of strong language, swearing or aggressive behavior is not acceptable. I will be polite at all times and report any concerns I have to a teacher or my mentor. I understand that the school will help me in dealing with any incidents I am a victim of, or take disciplinary action where my conduct is unacceptable and harmful.

12. I agree that I will not try to view, send, upload or download material that is unsuitable for viewing in Hautlieu School including any youth produced sexual images which are illegal to produce, share and be in possession of. If I accidentally see any unsuitable material then I will immediately close (but not delete, in the case of emails and social media) the material and tell a teacher. I know I will not be punished if I view unsuitable material by accident and I realise that by reporting this I will help to improve e-safety within Hautlieu School.

13. I will carefully consider how I disclose my personal details such as my home address and personal telephone numbers when online. I realise the importance of scrutinizing privacy policies on websites and apps in order to protect my personal data. If I disclose any data on the school network then I agree that Hautlieu School will not be responsible for maintaining the security of the details that I have given. I agree that I will never pass-on the personal details of another person without that person's permission.

We would be grateful if you would carefully consider both the advantages and disadvantages of having access to the School Network and Internet, reflect on the acceptable ways in which any form of device should be used in school and then complete the authorisation below.

Hautlieu School - Acceptable Use Policy (Students)	
Student: As a school user of the computers and Internet, I agree to comply with the school rules on its use, as described above. I understand that if I break any of these rules then my access to ICT in Hautlieu School may be restricted or ceased. I understand that any inappropriate activities may also be reported to external authorities such as the police.	
Student Name	
Student Signature	
Date	

Parent/Carer	
As the parent or legal guardian of the student signing above, I grant permission for my child to use computers, electronic mail and the Internet. I understand that students will be held accountable for their own actions. I also understand that some materials on the Internet	

may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.	
Parent Responsible	
Parent Signature	
Date	

Additional e-safety information for Students.

You have signed the Hautlieu School Acceptable Use Policy (AUP) for ICT equipment/facilities and you have agreed to obey the rules that the AUP contains. Copies of the AUP can be gained on request from the main or ICT office.

As well as the rules that you have agreed to obey there are also some extra guidelines that will help to keep you e-safe.

- a)** Be very careful when replying to emails or messages from unknown senders.

- b)** Be very careful if you agree to meet somebody whom you have previously only known online: remember that online identities are very easy to fake and the person who you are planning to meet may not be who he/she claims to be. Always tell somebody where and when you have arranged a meeting and take a responsible friend with you.

- c)** Do not make hurtful comments about another person: cyber-bullying and online bullying will not be tolerated by schools. If you think that you have been the victim of any form of bullying please report it to a member of staff as soon as possible. Be mindful at all times that information shared digitally can be misconstrued so you need to be careful about what you say to others.

- d)** Remember that everything you do in cyberspace leaves a "digital footprint". If you post a silly or potentially embarrassing photograph of yourself, or somebody else online then that image may be copied, changed and distributed without your control and for a long time into the future. It is frequently impossible to completely remove any material that has been uploaded to the Internet.

- e)** Be very careful about discussing any aspect of the Hautlieu School community on other websites as this may lead to accusations of inappropriate behaviour that could result in you being punished under the terms of this Acceptable Use Policy.

- f)** In the context of this Acceptable Use Policy, "unsuitable" material is any material that a teacher says is "unsuitable". If you are not sure about whether a specific item (document, image, audio file, video clip, etc.) is "unsuitable" or if another person has any doubts about whether material is "unsuitable" then you must not continue to access the material until you have been given permission to do so by a teacher.

ICT Acceptable Use Policy - Hautlieu School

Hautlieu School currently houses an extensive network of computers and has a school wide Wi-Fi provision that staff, visitors and students can access on personal devices such as laptops, mobile phones, iPads etc.

With this in mind students are encouraged to use the facilities to their full potential which in turn provides a great benefit to their day to day learning.

Before a student can gain access to the ICT resources they must first sign an acceptable use policy. Students are required to state their intention to use the infrastructure appropriately and in accordance with the acceptable use policy. Secondly, students must agree to allow the school to monitor student usage across the network on any device, be it with the use of monitoring software or simply checking through their files / home folder.

With these guidelines in place it allows Hautlieu to continue to offer exemplary ICT resources to students.

Before being allowed to use the Network, all students must obtain parental permission and both you and your child must sign below as evidence of your approval and their acceptance of the school rules on this matter.

Please be aware that failure to comply with the acceptable use policy could result in disciplinary action.

Internet & E-mail Access

With the use of our high speed Internet connection, ease of access to the global network of computers and the capabilities of 3G, 4G and 5G networks, educational resources such as libraries, databases and bulletin boards along with the use of E-mail are all openly available as are non-educational resources such as social media. Families should be warned that some material accessible via the internet, including via mobile devices, contains items that are illegal, defamatory, inaccurate or potentially offensive to students, their peers and others.

Hautlieu has a highly effective Internet filtering system for both the wired and wireless network. Rarely can students access undesirable content either maliciously or without intent whilst using the school network. We will endeavor to restrict access to this type of content through filtering. Unfortunately, it is sometimes hard to find a happy medium between open and restricted access and over restriction may cause the global and dynamic nature of the internet to be lost. Additionally, with the worldwide capabilities of 3G, 4G and 5G we are aware that students can also access material through their mobile devices, which is outside of the school's control whilst onsite and under school supervision.