Isha Academy

Acceptable Use of Mobile Telephone Policy

Autumn 2026

Mission Statement:
"Learn, Achieve"

Isha Academy

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1. Aim of the Policy

The increased use of mobile telephones requires that staff, tutors, parents, students, and visitors take steps to ensure that mobile phones are used safely and responsibly within Isha Academy, a homeschooling and tutoring centre. This policy provides guidelines for appropriate mobile phone use on the premises and during educational activities.

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2. Why Do We Have a Policy for Mobile Phones?

- Mobile phone use can be disruptive to learning.
- Mobile phones are vulnerable to theft, loss, or damage.
- Phones with cameras or video recording functions pose safeguarding and data protection risks regarding unauthorised capture and/or distribution of images.

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3. Statement on the Use of Mobile Phones and Cameras

- Personal mobile phones should not be used in **teaching areas** or **learning sessions** by staff or visitors during scheduled lesson times.
- If a member of staff or tutor needs to make a personal call, they should do so **in the staffroom or outside the academy premises**.
- Visitors and agency professionals will be verbally reminded upon arrival that mobile phone use is restricted to designated areas.

Mobile Phone Use for Students:

- Students are **not allowed** to bring mobile phones to Isha Academy unless **written permission is granted by the Headteacher** due to safety concerns.

- Any student found using a mobile phone during lesson time without permission will have it **confiscated and returned to their parent/guardian at the end of the session**.

Mobile Phone Use for Staff and Tutors:

- Administrative staff and senior management have been issued with academy mobile phones for **official use only**.
- Staff using academy-issued phones must ensure they are used **only for academy-related communication**.
- Tutors and staff accompanying students on **off-site educational visits** or **residential trips** will be provided with an academy mobile phone for communication and emergency purposes.

Mobile Phone Use for Parents and Visitors:

- Parents are requested to **switch off mobile phones** when entering the academy building.
- If a parent is seen using a mobile phone on the premises, staff members will ask them to turn it off.
- Parents may take photographs of their own children **at the end of an assembly or event** but must be mindful of other children whose parents may not wish them to be photographed.
- A senior leader will remind parents at the start of assemblies that images taken should not be shared on social media without appropriate consent.

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4. Statement on the Photographing of Students

- Parents have the right to **request, in writing, that their child is not photographed**.
- When a student joins Isha Academy, parents/carers must complete a **photography consent form**.
- Staff may take photographs for the following reasons using **academy-issued cameras and recording devices only**:
    - To document **student progress**.
    - To record **events and activities** within the academy or on off-site visits.
    - For **educational display purposes**.
    - For promotional material **(with parental consent)**.
- Photographs taken by staff must be processed **within the academy** and must not be stored on personal devices.
- In line with **GDPR regulations**, Isha Academy has obtained written permission from each parent regarding the use of their child's photographs.

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5. Staff Contact Information and Academy Mobile Phones

The academy has allocated mobile phones for key personnel. These numbers are recorded in the **staff contact list** and are for academy-related use only.

Staff Issued with Academy Mobile Phones:

- Headteacher: Mrs Rehana Begum
- Administration Team
- Senior Tutors and Supervisors
- Staff leading off-site visits
- Safeguarding and Well-being Officers

Each mobile phone number is logged in the academy's records for security and accountability.

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6. Review and Compliance

This policy will be reviewed annually to ensure continued compliance with **safeguarding, data protection, and academy policies**.

Any breaches of this policy by students, staff, or visitors may result in **appropriate action**, including disciplinary procedures.

Next Review Date: Autumn 2027
