

MOBILE PHONE POLICY

OUR TRUST'S PRAYER

Heavenly Father
Let peace, friendship and love grow in our schools
Send the Holy Spirit to give:
Excellence to our learning
Love to our actions and
Joy to our worship
Guide us to help others
So that we may all
Learn, Love and Achieve, Together with Jesus.
Amen

Contents

1. Introduction and aims	4
2. Roles and responsibilities	4
3. Use of mobile phones by staff	4
4. Use of mobile phones by pupils/students	6
5. Use of mobile phones by parents/carers, volunteers and visitors	7
6. Loss, theft or damage	8
7. Monitoring and review	8
Appendix A: Permission form allowing a pupil/student to bring their phone to school	10
Appendix B: Template mobile phone information slip for visitors	11

1. Introduction and aims

At St James CE Primary we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils/students, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use while at school.
- Set clear guidelines for the use of mobile phones for pupils/students, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection, behaviour and online safety

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for 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 Executive Headteacher and headteacher are responsible for monitoring the policy, reviewing it (every 2-years as a minimum), and holding staff and pupils/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) are not permitted to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones must be restricted to

Commented [AT1]: When working on this section, please consider the wording in our Online Safety Policy to ensure consistency:

• **All staff who work directly with children** should leave their mobile phones on silent and only use them in private staff areas during school hours. See also the 'Digital images and video' section of this document and the school data protection policies. Child/staff data should never be downloaded onto a private phone. If a staff member is expecting an important personal call when teaching or otherwise on duty, they may leave their phone with the school office to answer on their behalf or ask for the message to be left with the school office.

• **Volunteers, contractors, governors** should leave their phones in their pockets and turned off. Under no circumstances should they be used in the presence of children or to take photographs or videos. If this is required (e.g. for contractors to take photos of equipment or buildings), permission of the headteacher should be sought (the headteacher may choose to delegate this) and this should be done in the presence of a member staff.

non-contact time, and to areas of the school where pupils/students are not present (such as the staffroom).

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

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

The headteacher 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 01942 703951 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).

Detailed guidance on data protection can be found in our Data Protection Policy, Online Safety Policy and Acceptable Use Policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or pupils/students, including connecting through social media and messaging apps.

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

Staff must read the school's Communications and Social Media Policy (clause 7.6 Staff Conduct on Social Media Accounts) about connecting with pupils/students and parents/carers over messaging apps and social media.

Staff must not use their mobile phones to take photographs or recordings of pupils/students, their work, or anything else which could identify a pupil/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 aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

Commented [AT2]: When working on this section, please consider the wording in our Online Safety Policy (Digital Images and Video section)

All staff are governed by their contract of employment and the school's Acceptable Use Policy, which covers the use of mobile phones/personal equipment for taking pictures of pupils/students, and where these are stored. At our school, members of staff may occasionally (i.e. only when school devices are temporarily not available or there are insufficient devices) use personal phones to capture photos or videos of pupils/students, but these will be appropriate, linked to school activities, taken without secrecy and not in a one-to-one situation, and always moved to school storage as soon as possible, after which they are deleted from personal devices or cloud services.

Photos are stored on the school network in line with the retention schedule and the school Data Protection Policy.

Staff and parents are reminded annually about the importance of not sharing without permission, due to reasons of child protection (e.g. looked-after children often have restrictions for their own protection), data protection, religious or cultural reasons, or simply for reasons of personal privacy. Further detail on this can be found in the Data Protection Policy.

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils/students, their work, or anything else which could identify a pupil/student
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

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.

School mobile phones are restricted to the Apps installed by the school. All and any usage may be tracked.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils/students

Pupils/students are allowed to bring a mobile to school if they are:

- Travelling to and from school by themselves (with permission from their parent/guardian)
- Spending the night/weekend with another family member who is not the primary caregiver

Pupils/students are allowed to bring phones to school but not use them. They must be handed in to the school office where they are stored securely until the end of the school day.

4.1 Sanctions

If a pupil/student is in breach of this policy, their phone will be confiscated and will be stored securely in the school office. Parents/guardians will be contacted to ask them to come and collect the device at the end of the school day.

Commented [AT3]: When working on this section, please refer to our Online Safety Policy and ensure wording consistent wording:

Personal devices including wearable technology and bring your own device (BYOD)

•Pupils/students (in which year group if different) (are not allowed to bring mobile phones to school) OR (are allowed to bring mobile phones to school for emergency use only) (not when moving around the school buildings)

Smartwatches are not allowed in our school. During lessons, phones must remain turned off at all times, unless the teacher has given express permission as part of the lesson. Any attempt to use a phone in lessons without permission or to take illicit photographs or videos will lead to the withdrawal of mobile privileges. Important messages and phone calls to or from parents can be made at the school office, which will also pass on messages from parents to pupils/students in emergencies.

Our KS3/4 Student Acceptable Use Policy states:

I will only use my personal devices (mobiles, smartwatches etc) in school if I have been given permission, and I will never take secret photos, videos or recordings of teachers or students, including when learning remotely. School's online safety policy provides further information about personal devices (including wearable devices) and can be found on the school website.

I will not film fights or anything where someone is upset or angry – I will either help or get help.

Our KS2 Pupil Acceptable Use Policy states:

I ask permission – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.

I don't take photos or videos of people without them knowing or agreeing to it – and I never film fights or people when they are upset or angry. Instead ask an adult or help if it's safe.

Our KS1 Pupil Acceptable Use Policy states:

Commented [AT4]: When working on this section, please refer to our Online Safety Policy that states:

Searching and confiscation

In line with the DfE guidance 'Searching, screening and confiscation: advice for schools', the Headteacher and staff authorised by them have a statutory power to search pupils/students property on school premises. This includes the content of mobile phones and other devices, for example as a result of a reasonable suspicion that a device contains illegal or undesirable material, including but not exclusive to sexual images, pornography, violence or bullying. Full details of the school's search procedures are available in the school Behaviour Policy.

(Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

Staff have the power to search pupils'/students' phones, as set out in the DfE's guidance on searching, screening and confiscation. If a member of staff is made aware that there is inappropriate content on a phone, or if they suspect inappropriate or criminal behaviour, they should alert the Designated Safeguarding Lead immediately.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school 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 this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils/students, unless it is a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils/students

Parents/carers, 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 school.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils/students, their work, or anything else which could identify a pupil/student

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils/students using their phones, as set out in section 4 above.

Commented [AT5]: When working on this section, please consider what our Online Safety Policy says:

Digital Images and Videos section:

Staff and parents are reminded annually about the importance of not sharing without permission, due to reasons of child protection (e.g. looked-after children often have restrictions for their own protection), data protection, religious or cultural reasons, or simply for reasons of personal privacy. Further detail on this can be found in the Data Protection Policy.

Personal devices including wearable technology and bring your own device (BYOD)

Parents/Carers are asked to leave their phones in their pockets and turned off when they are on site. They should ask permission before taking any photos, e.g. of displays in corridors or classrooms, and avoid capturing other children. When at school events, please refer to the Digital images and video section of this document. Parents are asked not to call pupils/students on their mobile phones during the school day; urgent messages can be passed via the school office.

Volunteers, contractors, governors should leave their phones in their pockets and turned off. Under no circumstances should they be used in the presence of children or to take photographs or videos. If this is required (e.g. for contractors to take photos of equipment or buildings), permission of the headteacher should be sought (the headteacher may choose to delegate this) and this should be done in the presence of a member staff.

ACCEPTABLE USE POLICIES:

Our Contractor Acceptable Use Policy states:

I will leave my phone in my pocket and turned off. Under no circumstances will I use it (or other capture device) in the presence of children or to take photographs or audio/visual recordings of the school, its site, staff or pupils/students. If required (e.g. to take photos of equipment or buildings), I will have the prior permission of the headteacher (this may be delegated to other staff) and it will be done in the presence of a member staff.

Our Parent/Carer Acceptable Use Policy states:

I will follow the "Images and Videos" section within the school's Data Protection Policy which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form (Note: consent for d

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

6. Loss, theft or damage

Pupils/students bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use.

Pupils/students must secure their 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 by staff to do so could result in data breaches.

The 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 pupils/students are travelling to and from school.

Confiscated phones will be stored in the school office in a secure location.

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

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils'/students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils/students
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Review Schedule

Policy Author	Operations Lead and Data Protection Officer
Policy Approver	Trust Corporate Services Director

Current Policy Version	1.0
Policy Effective From	22.03.2024
Policy Review Date	By 21.03.2026

Revision Schedule

Version	Revisions	By whom

Appendix A: Permission form allowing a pupil/student to bring their phone to school

PUPIL/STUDENT DETAILS

Pupil/Student name:	
Year group/class:	
Parent/carers(s) name(s):	

The school has agreed to allow [pupil/student name] to bring their mobile phone to school because they:

List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

- Travel to and from school alone
- Are a young carer
- Are attending a school trip or residential where use of mobile phones will be allowed
- Need the phone for an educational activity during class time
- Attend before or after-school where a mobile phone is required for the activity, or to contact parents/carers

Pupils/students who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Pupil/Student Code of Conduct – Use of Mobile Phones.

The school reserves the right revoke permission if pupils/students don't abide by the policy.

Parent/carers signature: _____

FOR SCHOOL USE ONLY

Authorised by:	
Date:	

Appendix B: Template mobile phone information slip for visitors

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds.
- Please do not use phones where pupils/students are present. If you must use your phone, please speak with a member of the school office team who let you know where you may go to use your phone.
- Do not take photos or recordings of pupils/students (unless it is your own child), or staff.
- Do not use your phone in lessons, or when working with pupils/students

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office along with our Parent/Carer and Visitor/Contractor Acceptable Use Policies.