

## **Mobile Phone Policy**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
<b>Jan 2025</b>	<b>Annually</b>	<b>Inclusion Lead</b>	<b>Chair of Governors</b>

### **Aims**

Our school aims to ensure that we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, 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
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

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
- Risk of theft, loss, or damage
- Appropriate use of technology in the school environment

### **Roles and responsibilities**

#### ***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 Inclusion Lead is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

### **Use of mobile phones by staff**

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

There may be circumstances in which it's 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 and so staff should seek permission for this use.

If special arrangements are not deemed necessary, school staff can use the school office number 01702 534546 as a point of emergency contact.

### **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).

Our school's data protection policy and related documents can be found on the [Assisi Trust Website](#).

### **Safeguarding**

Staff must refrain from giving their personal contact details to parents/carers or pupils, 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.

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

### **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 (emergency contact for school to use only)
- Supervising residential visits (emergency contact for school to use only)

In these circumstances, staff will:

- 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, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

### **Sanctions**

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

### **Use of mobile phones by pupils**

Pupils are allowed to bring a mobile to school *if travelling to or from school by themselves*.

Parents/Carers must complete the permission form (Appendix 2) and return to school before pupils can bring their phone to school. A copy can be collected from the school office

If pupils bring phones to school, they must be placed directly into the class tray on arrival in the atrium and collected from here when they leave school at the end of the day. Pupils must adhere to the school's code of conduct for mobile phone use (see Appendix 1).

### **Sanctions**

If a pupil is found with a phone on the school site, the following procedures will be followed:

- The phone will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- If confiscated, the phone will need to be collected by a parent or carer from the school office at the end of the school day. They will be contacted during the day and informed of this protocol.

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows a pupil's phone to be searched if we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

If staff, pupils or parents/carers find inappropriate content on a phone, or if they suspect inappropriate behaviour, they will discuss with the safeguarding team, who will meet with the child and family.

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

Confiscated phones will be stored in the school office in a secure location and communication with the pupil's parent/carer will be made.

### **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, unless it's a public event (such as a school fair), or of their own child
- Please keep your mobile phone on silent/vibrate while on the school grounds and to not take calls

## **SACRED HEART CATHOLIC PRIMARY SCHOOL**

*Love of God, Love of one another, Love of our world, Love of learning.*

- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in areas of the school with pupils present, lessons, or when working with pupils

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, their work, or anything else which could identify a pupil

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

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.

### **Loss, theft or damage**

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely in the class box at the start of the day in the atrium.

Pupils 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 are travelling to and from school.

Pupils and parents/carers will be made aware of the disclaimer through:

- signs up in the school entryway or office
- a disclaimer in your permission forms for bringing a phone to school
- Provide a copy of your policy and disclaimer to new pupils and parents/carers via the website and paper copy will be offered

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

### **Monitoring and review**

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

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

## **Appendix 1: Code of conduct for pupils**

### **Code of conduct**

You must obey the following rules if you bring your mobile phone to school:

1. Phones must be handed in on arrival at school and not be used in any area of the school.
2. Phones must be switched off (not just put on 'silent').
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's passwords or access codes with anyone else.
6. 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
7. Don't use your phone to send or receive anything that may be criminal.
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone, even when you aren't in school.
9. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
10. Don't use your phone to view or share pornography or other harmful content.
11. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

## Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent/carer(s) name(s):</b>	

The school has agreed to allow the above named pupil to bring their mobile phone to school because they:

- Travel to and from school alone

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct

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

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

## **Appendix 3: 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 are present. If you must use your phone, you must go to the school office or leave the site
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, or when working with pupils

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.

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