

# MOBILE PHONE POLICY



**ST James CE Primary School**

## **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

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## **1. Introduction and aims**

At St James Church of England Primary School, 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**

### **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/Acting Head of School is 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 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/ Acting Head of School 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 01744 678545 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:

- 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.

(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.

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 handed into the school office at the start of the school day.

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. A letter is sent home to make pupils/students and parents/carers aware of this.

Any Confiscated phones will be stored in the school office in a secure location/locked cabinet. Schools that confiscate phones from pupils/students become responsible for the phone, and can be held responsible for loss, theft, or damage.

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

Dear Parents/Carers,

Re: Pupils bringing mobile phones into school

Occasionally we have a request for pupils to bring mobile phones into school. As a school, this causes us many problems and it is something that we discourage. However, if there is a highly compelling reason that a pupil needs to bring a phone into school, please complete the following response slip.

Name of pupil:

Class:

Reason the phone needs to be in school:

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Please read the following:

1. Under no circumstance will a child be allowed access to social media platforms or to make/receive calls/texts/electronic communication on the school grounds. The phone must be turned off during the school day.
2. It is the child's responsibility to hand the phone to a member of staff at the beginning of the school day. It is also the responsibility of the child to collect their phone at the end of the day.
3. School takes no responsibility for loss, accidental damage, or theft of a mobile phone.

If you agree to the above conditions, please sign below.

Thank you,

Mrs J Young

Executive Headteacher

I agree to the conditions stated above regarding pupils' mobile phones being brought into school.

Signed: \_\_\_\_\_

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.