

Roberttown CE (VC) J & I School

Mobile phone policy 2024/25



| | | |
|-----------------------|-------------------------------|------------------------|
| Approved by: | Resources Committee | Date: June 2024 |
| Last reviewed: | March 2023 | |
| Next review: | Resources Committee June 2025 | |

Contents

| | |
|---|---|
| 1. Introduction and aims | 2 |
| 2. Roles and responsibilities | 2 |
| 3. Use of mobile phones by staff | 3 |
| 4. Use of mobile phones by pupils..... | 4 |
| 5. Use of mobile phones by parents, volunteers and visitors | 4 |
| 6. Loss, theft or damage | 5 |
| 7. Monitoring and review..... | 5 |
| 8. Appendix 1: Acceptable use agreement for pupils..... | 6 |
| 9. Appendix 2: Permission form allowing a pupil to bring their phone to school..... | 7 |

1. Introduction and aims

At Roberttown School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents 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 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
- 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 headteacher is responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The policy will be presented to the Resources Committee for approval annually.

Updates will be given as part of the HT Safeguarding Report as required.

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 are not present (such as the staff room).

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.

If special arrangements are not deemed necessary, school staff can use the school office number 01924 403532 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.

Please see data protection policy and online safety policy on the school website.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 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.

3.4 Using personal mobiles for work purposes

- Using personal mobiles for work purposes should be avoided wherever possible. School mobile phones should be taken on off-site trips/residential visits and used to contact school/parents. It may be necessary for contact to be made via the school office

In an emergency if it is necessary for staff to use a personal mobile phone then staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Ensure that their mobile phone is set not to give their personal phone number
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil

3.5 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

- Pupils in years 5 & 6 are allowed to bring a mobile to school if they are:
 - Travelling to/from school by themselves
 - Young carers who need to be contactable

- Pupils must adhere to the school's acceptable use agreements for mobile phone use (see appendix 1).
 - Phones must not be used in the school grounds
 - Phones must be handed in to the class teacher as pupils enter the classroom
 - Phones will be stored safely during the school day and will be handed out at the end of the day
 - Phones should only be used by the named pupil and **must not** be used by other pupils.

4.1 Sanctions

- If phones are used in the school grounds a warning will be given. Repeated use or inappropriate use (e.g. taking photographs of other pupils) they will be confiscated immediately (under sections 91 and 94 of the [Education and Inspections Act 2006](#)) and returned to the pupil's parent/carer.
- If staff 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 then staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). Staff should report any concerns to the headteacher or her deputy. The headteacher, her deputy or the teacher in charge will undertake this search.

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, volunteers and visitors

Parents, 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 using phones while children are present/during contact time
- Not taking pictures or recordings of pupils
- Not using phones in lessons, or when working with pupils

Volunteers may use their phones in the staffroom.

Parents, 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.

Volunteers will be given a copy of this guidance as part of their induction process.

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

- › Use their phone to contact other parents
- › Take photos or recordings of pupils, their work, or anything else which could identify a pupil

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

Parents 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 bringing phones to school must that they hand them in to the class teacher straight away.

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 will be made aware of this through the permission forms for bringing a phone to 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 of pupils' education, behaviour and welfare. When reviewing the policy, the school will consider:

- › Feedback from parents 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
- › The Resources Committee will approve the policy annually

8. Appendix 1: Acceptable use agreement for pupils

Acceptable use agreement

"I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has permitted me to do so in writing."

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

1. You may not use your mobile phone in the school grounds.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils in school.
5. You cannot lend your phone to any other pupil.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's passwords or access codes with anyone else.
8. 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
9. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. 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.
12. Don't use your phone to view or share inappropriate or other harmful content.
13. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
14. 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 turn them over to an exam invigilator, before entering the test room.

9. Appendix 2: Permission form allowing a pupil to bring their phone to school 2024/5

| PUPIL DETAILS | |
|---------------------------|--|
| Pupil name: | |
| Year group/class: | |
| Parent(s) name(s): | |

The school has agreed to allow _____ [pupil name] to bring [his/her] mobile phone to school because [he/she]:

- Travels to and from school alone (ie. Is not dropped off or picked up from school by an adult)
- Is a young carer
(please delete as required)

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

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

Parent signature: _____ Date: _____

Pupil signature: _____ Date: _____

| FOR SCHOOL USE ONLY | |
|-----------------------|--|
| Authorised by: | |
| Date: | |