



## Mobile Phone & Devices Policy

<b>Policy Title</b>	Mobile Phone & Devices Policy
<b>Statutory</b>	No
<b>Policy Version</b>	3
<b>Policy Author</b>	Mrs E Cameron
<b>Ratified By</b>	FGB
<b>Date Ratified</b>	Spring 2024
<b>Review Period</b>	2 Years
<b>Next Review Period</b>	Spring 2026
<b>Distributed To</b>	All
<b>To be published on website</b>	Yes
<b>Changes to this policy</b>	Changed in line with The Key model policy
This policy has been impact assessed against race, gender and disability and no adverse impact has been identified.	

## **1. Introduction**

At Carrington Junior School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones/devices in school has been drawn up in the best interests of pupil safety and staff professionalism.

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.

## **Related Policies**

- Behaviour Policy
- Child Protection Policy
- Staff Code of Conduct
- Educational Visits Policy
- Use of Images Policy
- Staff Acceptable Use of Policy for all ICT Internet & Hardware

## **2. Roles and Responsibilities**

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 Head Teacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils 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 are not present (such as the staffroom).

There may be some 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-case basis whether to allow for special arrangements.

- Staff should request permission from a member of SLT for phone medical appointments.

If special arrangements are not deemed necessary, school staff can use the school office number (01628 521457) 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).

Staff may use personal mobile phones to check emails **only when they have password or biometric security enabled**. They should not download documents to personal devices.

### **3.3 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 publicizing 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 lessons/school trip/activity this must be downloaded to the school network and deleted from the personal device upon return to the school site.

SeeSaw may be accessed on staff devices only **where they have password or biometric security enabled.**

### **3.4 Using personal mobile phones 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 trips.

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. Photos may be taken within the SeeSaw app.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office. In exceptional circumstances, caller ID should be turned off.

### **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**

### **4.1**

- Pupils are not permitted to have mobile phones, smartwatches or devices at school or on school trips. (Pupils may wear a digital watch and step counter, but not one that is capable of sending or receiving messages or images, or connecting with the internet)
- If, on a rare occasion/exceptional circumstances, a parent wishes their child to bring a mobile phone/device to school:
  - o The parent must complete Appendix 1 requesting permission from the Head Teacher for their child to bring in their mobile phone. One such circumstance would be where a phone is required to monitor an electronic medical device.
  - o The phone/device must be switched off and handed in to the school office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
  - o The parent will take responsibility for the phone and the way it is used.
- Mobile phones/devices brought to school without permission will be confiscated and must be collected by the parent at the end of the school day.
- Occasional and repeated or serious incidents where children have mobile phones or devices in school without permission and/or use them in school will be taken very seriously and will be managed in line with our Behaviour Policy.
- The school accepts no responsibility for mobile phones or wearable devices that are lost, damaged or stolen (even when confiscated) on school premises.
- The school reserves the right to revoke permission if pupils do not abide by the policy.

- Parents are also responsible for children's use of mobile phones/devices to and from school. Inappropriate use at these times remains the responsibility of the parent and should be reported to the Police.

## **4.2 Sanctions**

If a pupil is in breach of this policy the school will remove permission for the phone to be brought in to school and a discussion will be held with the parents/carers.

Staff have the power to search pupil's phones, as set out in the DfEs guidance on searching, screening and confiscation. The DfE guidance allows staff to search a pupil's phone if there is reason to believe that phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

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. 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 taking pictures or recordings of pupils, unless it's a public event (such as sports day or a school fair), or of their own child
- using any photographs or recordings for personal use only, and not posting on social media
- not using phones in 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 or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- 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 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 bringing phones to school must ensure that phones are appropriately labelled and handed in to reception on arrival at school, and to be collected at the end of the school day.

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. 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. Information about this is included in our school reception and in the permission form for bringing a phone to school.

Confiscated phones will be stored in the school business manager's office in a locked cupboard.

Lost phones should be returned to reception. 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' education, behaviour and welfare. When reviewing the policy, the school will take in to account:

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

**We very much appreciate our parents' support in implementing this policy in order to keep your children/our pupils safe.**

**APPENDIX 1:**

**REQUEST FOR PERMISSION ALLOWING A PUPIL TO BRING THEIR MOBILE PHONE TO SCHOOL**

PUPIL DETAILS	
<b>Pupil Name:</b>	
<b>Class:</b>	
<b>Parent(s)/Carer(s) name(s):</b>	

I request permission for my child to bring their mobile phone into school for the following reason(s):

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I agree that my child will switch their mobile phone off once on school premises and hand it into the school office first thing in the morning and collect it from the office at home time.

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. The school reserves the right to revoke permission if pupils do not abide by the policy.

Parent/Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_

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