

Mayespark Primary School

Mobile phone policy



Approved by: Emiley Davies **Date:** 31/01/2022

Last reviewed on:

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1. Introduction and aims

At Mayespark Primary 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 safeguarding, behaviour and the staff code of conduct.

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 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. 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 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.

See Acceptable Use policy for more detailed information.

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

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 or residential visits in the event of the school mobile not working or not being available.

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. 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.

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

Pupils must adhere to the school's code of conduct for mobile phone use (see appendix 1).

4.1 Sanctions

If a pupil is in breach of this policy.

- Phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- If they are confiscated, a member of staff will take the phone to the school office to be stored in a locked cabinet and parents will be informed.
- An adult will be asked to collect the phone from the school office.

School 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 staff to search a pupil's phone 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 a member of staff needs to search a phone they must do so with a member of SLT present and will inform parents as soon as possible either before or after the 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 taking pictures or recordings of pupils, unless it's a public event (such as a school fair), a class assembly or performance, 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

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend an event at school.

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 ensure that phones are appropriately labelled, and are handed to the teacher to be stored securely at the start 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, 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.

To make sure pupils and parents are aware of the disclaimer above. We will:

- › Put signs up in the school entryway or office
- › Include disclaimers in permission forms for bringing a phone to school

Confiscated phones will be stored in the school office in a locked cabinet.

Phones found on site 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

8. Appendix 1: Code of conduct for pupils

Dear Parents and Carers of Y5 and Y6 children,

I have increasing concerns about children bringing mobile phones to school and using them to access sites such as TikTok, WhatsApp and inappropriate Youtube videos. This is happening in the playground before and after school and is upsetting for some children.

The safety of our children is of the highest priority and, while we recognise that parents may prefer that children who walk to and from school alone have a mobile phone with them, the use of such web and social media sites are not meant for children under 13 years old. Therefore, I want all children to turn off their mobile phones when they enter the school site at the gates and to keep their phones in their bags until they hand them over to their class teacher when they get to the classroom door.

Your child is only allowed to bring a phone to school if they are walking to or from school alone. I would prefer that children do not have smart phones to bring to school but use a basic, call only model where possible.

In order to ensure that this expectation is followed by all pupils, if your child is found with their mobile switched on and out of their bag in the school playground I will be asking you to come into school for a meeting with senior staff. You may be asked to start bringing and/or collecting your child from school if they cannot follow this school rule.

Thank you for your support in this matter; we must work together to keep all of the children at Mayespark safe. Please sign the attachment below with your child and return it to school so we have a record of your agreement.

The code of conduct for mobile phones is as follows:

- Children are only permitted to bring a phone if they travel to school alone and have the permission slip signed by a parent.
- Children bringing phones to school must ensure that phones are appropriately labelled, and are handed to the teacher to be stored securely at the start 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, 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.

Yours sincerely

Ms E Davies
Headteacher

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AGREEMENT TO NOT USE MOBILE PHONES ON THE SCHOOL SITE.

I acknowledge the requirements of the school regarding pupils' use of mobile telephones and have discussed this rule with my child.

Child's name..... Class..... Parent's signature.....

I agree to not use my mobile phone at school and to put it away as soon as I enter the school gates.

Child's signature.....

9. Appendix 2: 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 are present. If you must use your phone, you may go to the staff room
- Do not take photos or recordings of pupils (unless it is your own child), 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.