

**South View Community Primary School**

**Mobile Phone Policy**



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## 1. Introduction and aims

At South View 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 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. 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 head teacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

## 3. Use of mobile phones by staff

Staff are permitted to have mobiles in school but, during their directed time these must be stored in a secure area in their classroom or in a locker. Staff must not use their mobile phones during learning time. Staff are not to use their mobile phones to take photographs or videos of the children.

### **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 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 (01733210361) 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.

### **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
- 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, 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 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**

Solely for Safeguarding reasons, we allow children in Years 5 and 6 to bring a mobile phone to school if they walk to or from school alone and have permission for this from their parents. This is to ensure that, should they get into any difficulties, they can contact an adult for help and be contacted.

- Pupils MUST hand over their mobiles to their class teacher who will store them in a secure yet accessible area within the classroom.
- Mobiles will not be given back to the children until dismissal at the end of the day.
- Pupils will NOT be permitted to use their phones during the school day.
- Pupils are NOT permitted to use their phones to take photographs or videos of any other pupils or school activities at any point.
- Pupils are not permitted to take mobile phones on school trips or residential trips. If the trip involves the child walking home at the end of the day, a member of staff will make sure the phone is stored securely.
- Pupils must adhere to the school's [code of conduct/acceptable use agreement] for mobile phone use (see appendix 1).

## 4.1 Sanctions

If a child breaches these safeguarding rules the school may confiscate the phone until an adult can come in to collect. (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' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows us to search a pupil's phone if we have reason to believe the phone contains inappropriate 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.

## 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:

- 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 a public 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 stored securely when not in use in an area designated by their teacher.

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.**

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 take into account:

- 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/acceptable use agreement] for pupils and Permission form allowing a pupil to bring their phone to school.

Your child must obey the following rules if you wish them to bring your mobile phone to school:

1. They may not use their mobile phone during lessons.
2. Phones must be switched off (not just put on 'silent').
3. They must not take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. They must avoid sharing their contact details with people they don't know, and should not share other people's contact details without their consent.
5. They must not share their phone's passwords or access codes with anyone else.
6. They must not use their mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via Email, Text/Messaging App, Social Media etc.
7. They must not use their phone to send or receive anything that may be criminal.
8. Rules on bullying, harassment, and intimidation apply to how you use their mobile phone even when they aren't in school.
9. They must not 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. They must not use their phone to view or share harmful content.
11. They 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.

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

**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.**

The school has agreed to allow \_\_\_\_\_ to bring [his/her] mobile phone to school because [he/she]:

- Travels to and from school alone
- Is a young carer
- Is attending a school trip or residential where use of mobile phones will be allowed
- Needs the phone for an educational activity during class time
- Attends before or after-school where a mobile phone is required for the activity, or to contact parents

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 don't abide by the policy.

Parent signature: \_\_\_\_\_ Date:.....

FOR SCHOOL USE ONLY

**Authorised by:**

**Date:**