

# Mobile Phone Policy



# Policy

Reviewed: December 2023

To be reviewed: December 2026



# **St John's C.E. (C) Primary School**

## **Mobile Phone Policy**

### **December 2023**



## **1. Introduction and aims**

At St John's C E (C) Primary, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, 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
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers 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, Mr A Blackburn, is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

### **2.2 Governors**

Governors ratify this policy, after renewal every 3 years.

## **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 unless it is an emergency where the health and safety of a child or adult is at risk. 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 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 325323 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 the relevant GDPR policies, Online Safety Policy and the Acceptable User Policies.

### **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 publicising 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 lesson/school trip/activity, this must be done using school equipment.

Staff should not use school messenger apps such as ClassDojo on personal mobile phones. Staff iPads and laptops should be used for this.

### **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/carers. If necessary, contact must be made via the school office or by using the code 141 before dialling the number.

### **3.5 Sanctions**

Staff that fail to adhere to this policy may face disciplinary action – see staff code of conduct,

## **4. Use of mobile phones by pupils**

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

Personal mobile devices belonging to pupils including mobile phones are not permitted on school premises until children reach Year 5 (only applicable from September 2024 onwards). Personal devices are brought onto school premises by pupils at their own risk. The school does not accept liability for loss or damage of personal devices. Parents must sign a declaration for this and they must be handed in at the school office at the start of school and collected at the end of the school. They must remain on silent/turned off during the day in the office.

## 4.1 Sanctions

If a pupil breaches this policy then phones will be retained in the school office and must be collected by a parent or carer with parental responsibility. In line with Sections 91 and 94 of the [Education and Inspections Act 2006](#), school has the right confiscate mobile phones from pupils. School also has the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#) if deemed appropriate and reasonable. The DfE guidance allows you to search a pupil's phone if you 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.

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, unless it's 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.

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, 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 are stored securely in the office when not in use. This is from the start of school to the end of school.

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. A copy of this policy is on the website for parents and carers.

Confiscated phones will be stored in the school office in a secure location. Office staff and SLT only will have access.

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/carers 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



## Appendix 1:

### Acceptable Mobile Phone Use Agreement for pupils

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

1. You may not use your mobile phone during lessons.
2. Phones must be switched off (not just put on 'silent') and handed in to the school office at the start of the day (Year 5 and 6 ONLY).
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 without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. 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
8. Don't use your phone to send or receive anything that may be criminal.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. 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.
11. Don't use your phone to view or share harmful or inappropriate content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

### Pupil agreement

Reason why school have agreed for the children to bring the phone into school:

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Inclusion and Equality**

In line with our Equality Policy and Accessibility Plan we are committed to providing an environment that is transparent and accessible by all. Each child, staff member and parent/carer is valued, respected and challenged regardless of race, gender, religion, social background, culture or disability.

## **Policy Monitoring and Review**

This policy will be reviewed following the annual Safeguarding Policy Review Cycle of the school or when there are significant changes to the curriculum that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of schools.

**Policy produced by** A Blackburn..... **Date:** 05.12.2023.

**Approved by (Chair of Governors):** ..... **Date:** .....

**Review Date: December 2026**

*If you need further copies of this document, or would like the document in another format, such as enlarged print, audio tape or another language, please contact the school office.*

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