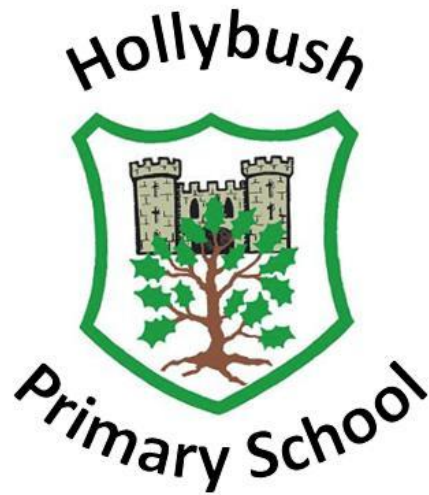




# Mobile phone policy

Agreed: November 2022

Review: November 2024

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## 1. Introduction and aims

At Hollybush 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, behaviour and staff 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
- Risk of allegations against members of staff and/or visitors

## 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 and DSLs are responsible for monitoring the policy, reviewing it every 2 years, and holding staff and pupils accountable for its implementation.

## 3. Use of mobile phones by staff

There are no set rules/requirements about use of mobile phones by staff in schools. The following expectations have been set by Hollybush Primary School and may be amended at any time through changes to this policy.

### 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, offices, empty classrooms). Staff do not have to have their phones turned off but must have them set to silent or vibrate if they are left on.

There may be circumstances in which it is appropriate for a member of staff to have access to 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
- For specific medical conditions where health is monitored via an app (eg. diabetic blood sugar monitoring)

Where people's job descriptions require frequent contact with contractors and/or visitors and no children are present

The headteacher will decide on a case-by-basis whether to allow for special arrangements and the form that these will take, for example, whether staff will be able to keep their phone on vibrate in a drawer or whether it can be visible to them, eg on their desk

If special arrangements are not deemed necessary, school staff can use the school office number 01992 581454 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 except where this is via an approved app which is necessary to the business of the school. Apps that are approved for use on mobile phones are:

- CPOMS (requires 2 factor identification)
- Arbor
- School Gateway
- Office 365 (email)
- Wave Lite
- Google Drive
- Marvellous Me!
- Evidence Me

These apps are highly regulated and are used in many schools nationwide.

### 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, 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 may take photographs of children's work on personal devices as long as this is done without children present.

Staff may use their mobile phones

### 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
- Emergency lockdowns
- Supervising off-site trips (eg. to contact other group leaders of emergency services)
- Supervising residential visits (eg. to contact other group leaders of emergency services)

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 or anything else which could identify a pupil
- Refrain from using their phones to contact parents without using the school's telephone app (currently Wave Lite)

### 3.5 Wearable Technology

Staff may wear devices such as Smart Watches as long as they cannot be used to take and store images.

### 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

4.0 We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can be a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are allowed to bring mobile phones into school if they are walking to or from school without parents (see Collection from School Procedures).
- The phone must be handed in to the class teacher at the start of the day to be stored securely until it is given back at the end of the school day.
- The phone is left at the owner's risk and school will not be responsible for any loss or damage.
- Phones must not be taken on school trips or residential.
- If mobile phones are used, in or out of school, to bully or intimidate others, this will be dealt with in line with the School Behaviour Policy in the same way as if the bullying or intimidation were in person.

- If staff have reason to believe that a child's phone contains pornographic images or if it is being used/has been used to commit an offence or cause personal injury, staff have the authority to search and/or confiscate the phone in line with DfE guidance:  
<https://www.gov.uk/government/publications/searching-screening-and-confiscation>
- If children need to contact parents or carers during the school day, they will be allowed to use the school phone system to do so. Mobile phones must not be used for calls, texts or any form of messaging during the school day.
- Children must not attempt to connect their mobile phone to the school's secure WiFi network.
- Children are allowed to wear smart watches and activity trackers to school as long as they:
  - are not connected to the internet in any way including through a mobile network;
  - are not a distraction during lesson times;
  - do not have any means of taking or storing images;
  - are not set to provide alerts, for example to WhatsApp, text messages and email.

#### 4.1 Consequences for breaches of this policy.

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

Any breaches of this policy which are not criminal conduct will be dealt with in line with the school's Behaviour Policy.

### 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), 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 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 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.

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.

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

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: Acceptable Use Agreement for pupils

### Acceptable Use Agreement

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

1. You may not use your mobile phone at any time on the school site.
2. Phones must be switched off (not just put on 'silent').
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent at any time.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's passwords or access codes with anyone else.
6. 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
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use vulgar, obscene or prejudicial language while on the phone or when using social media.
10. Don't use your phone to view or share pornography or other harmful content.
11. 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.
12. Smart watches/wearable technology must not be connected the internet.
13. You can only use wearable technology that cannot be used for taking or storing images
14. Wearable technology must not distract you from you learning or allow you an unfair advantage (eg. using calculator on a smart watch). If you allow your device to impact on your learning, a consequence may be that you are not allowed to wear it in future.
15. You must not have any alerts set on wearable technology, eg. WhatsApp, email or messaging.

## 11. Appendix 4: 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 main office or 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.

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