



## Mobile Device Policy

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## 1. Introduction and aims

At Whitley Abbey Primary we recognise that mobile phones, including smart phones (and other mobile devices) 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

### 2.1 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 head teacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

### 2.2 Governors

Governors will review and update this policy as necessary every two years or sooner if there is a need.

## 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 staff room). In addition to this staff should not use mobile phones in the staffroom or office areas if children are present.

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 [02476303392] 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.

Please see also the Data Protection Policy, Staff Code of Conduct and the Acceptable Usage Policy.

### 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

Please see also Educational Visits Policy

### 3.5 Work phones

The school SSO (Site services officer) is provide with a work phone and there is also a school phone which is used for educational visits. These phones are used solely 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 in year 5 and 6 are allowed to bring a mobile phone to school with them for safety reasons, as they are developing their independence and may be working to school on their own.

Pupils are not allowed to use mobile phones during the school day and they must be given to the adult on the door in the morning and stored securely in the office during the day.

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 pupil is in breach of this policy:

- › Phones will be confiscated and kept securely until the end of the school day, when they will be handed over to a parent or guardian (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 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.

See also Banned Items 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
- › 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 during school events or performances. At the end of performances the school will always give parents the opportunity to take photographs of their own children.
- › 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, a statement will be given at assemblies and performances reminding parents that for safeguarding reasons mobile phones are not allowed however they can take photographs of their own child after the assembly.

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, and are stored securely when not in use.

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.

Whitley Abbey Primary 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.

In order to inform parents, the school will:

- Put signs up in the school entryway or office and around the building
- Include disclaimers in your permission forms for bringing a phone to school
- Include a disclaimer on newsletters and any letters informing parents of school events
- Provide a copy of our policy and disclaimer to new pupils and parents or direct them to the school website

If mobile phones are confiscated from pupils:

Confiscated phones will be stored in the school office in a secure location, to be collected by a parent or guardian.

Lost phones should be returned to the main 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
- Consultation with school governors.

## 8. Appendix 1

## Acceptable use of mobile phones agreement for pupils

“I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has permitted me to do so in writing.”

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

1. Your mobile phone can only be brought to school to ensure personal safety on your journey to school, it must then be handed in to a member of staff at the start of the school day.
2. You may not use your mobile phone during lessons.
3. Phones must be switched off (not just put on ‘silent’).
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don’t know, and don’t share other people’s contact details without their consent.
7. Don’t share your phone’s passwords or access codes with anyone else.
8. 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
9. Don’t use your phone to send or receive anything that may be criminal. For instance, by ‘sexting’.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren’t in school.
11. 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.
12. 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 and banned items policy and will be dealt with accordingly.

Signed(pupil)\_\_\_\_\_

Date\_\_\_\_\_

Signed (parent or guardian) \_\_\_\_\_

Date\_\_\_\_\_

## 9. Appendix 2: 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 staffroom.
- › Do not take photos or recordings of pupils (unless permission is given for your own children), 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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## 10. Appendix 3: Use of mobile phones in our school for staff

- › 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 staffroom or school office.
- › Do not use your phone in lessons, or when working with pupils
- › Office staff should have mobile phones on silent/vibrate and store them out of sight.
- › Do not use your phone camera on the school property or anywhere that children from school are present.

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 device policy is available from the school office.

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## **Appendix 4: Addendum to Mobile Device Policy during Covid19: Use of NHS track and trace app**

### **Addendum to Mobile Devices Policy During COVID-19 Use of NHS Covid19 track and trace app**

In order to support the health and well-being of pupils, parents and staff and as part of safeguarding procedures during the COVID-19 school emergency, staff are required to use the NHS Covid 19 Track and Trace app. The School recognises the potential for mobile phones/electronic devices and cameras to be used inappropriately and compromise the confidentiality and safety of the children in our care.

This Addendum is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed:

#### **Responsibility:**

##### **Staff:**

- To activate the NHS Covid 19 track and trace app and enable Bluetooth on their mobile phones.
- To keep their mobile phones with them as much as possible during the school day and to turn off the app when their phone is not with them, to remember to turn the app back on when it is with them.
- Mobile phone volume to be on silent throughout the day, and set not to vibrate.
- Calls, messages and internet only to be accessed on mobile phones in a secure, adult space to safeguard children.
- Phone camera functions are not to be used in school.
- To notify the HT if they receive an alert of a positive contact from NHS Track and Trace and to follow current government guidance

##### **Leadership Team:**

- To share information about the NHS Covid 19 track and trace app and our use in school and to encourage governors, parents and carers, and any visitors to the school site to do the same.