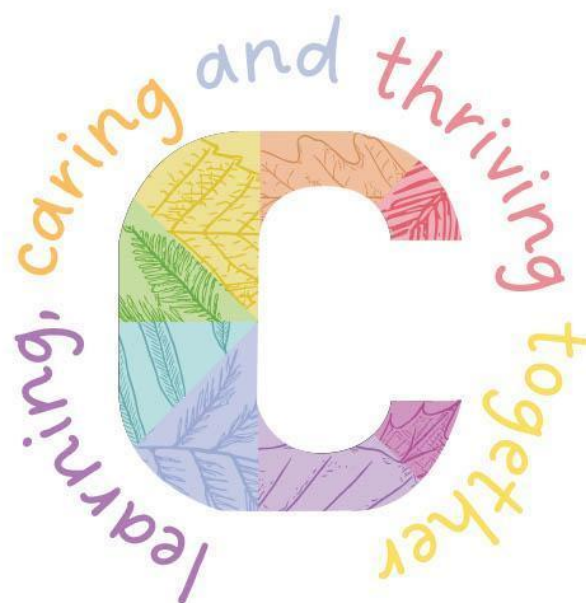


Mobile phone policy

Chestnuts Primary School



Approved by:

[Name]

Date: [Date]

Last reviewed on:

[Date]

Next review due by:

[Date]

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1. Introduction and aims

At Chestnuts 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, appropriate 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 headteacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The full governing board will review and approve this policy every 2 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 during contact time, or 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 (020 8800 2362) 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.

This includes using personal devices to take photos 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 or activity, this must be done using school equipment. This is for both data protection and safeguarding purposes.

Guidance for staff on the school's data protection procedures is available from the school office.

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 are permitted to use the school's Wifi network to access the internet on personal devices (outside of contact time and so long as pupils aren't present).

When doing so, staff must comply with the conditions of acceptable use set out in the school's ICT, internet and social media acceptable use policy.

3.4 Using personal mobiles for work purposes

The school will always endeavour to provide staff who need mobile devices for work purposes with a school-owned device. Such work purposes may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

Where it isn't possible for us to do so, staff may be permitted to use personal mobile devices. We will work with staff in these circumstances to make sure their personal details are kept secure. For example, by providing staff with temporary SIM cards.

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

If your school provides mobile phones to members of staff as equipment for their role, amend this section as appropriate. Otherwise, delete it and renumber the subsection below.

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 in reception to year 4 are not allowed to bring phones to school.

Pupils in year 5 and 6 who walk to school independently may be allowed to bring their phone to school. Where this is the case:

- Parents/carers and pupils must sign and return the school's mobile phone protocol (see appendix)
- Mobile phones may be used on the way to and from school, but must be switched off upon arrival at school
- Pupils must hand their phones in to the school office on arrival at school, where they'll be kept in a secure cabinet until collection at the end of the day

Under no circumstances are pupils allowed to:

- Keep their phones in their possession during the school day
- Use their phones to make calls, send or receive texts or messages, or access the internet during the school day

Other mobile devices are not allowed in school. This includes:

- iPads
- iPods or other media players
- Cameras
- Smart watches

4.1 Sanctions

Pupils who bring a phone to school without prior agreement, or who don't follow the mobile phone protocol will have their phone taken away by a member of staff. Confiscated phones will be kept in the school office, and parents/carers will be contacted to arrange collection. We won't release confiscated phones to pupils.

Other devices will also be confiscated if brought to school.

Pupils who break the rules set out in this policy may receive consequences in line with the school's behaviour policy.

A member of staff has the power to search a device where they have a good reason to believe that the device is being used, or has been used, to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

Staff will do this in line with the school's policy on online safety.

Staff powers to search devices are set out in the [DfE's guidance on searching, screening and confiscation](#).

5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) should 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 sign in at reception or attend a public event at school.

We appreciate that visitors and volunteers to the school may not be able to completely stow their phones away, or keep them out of view of pupils, due to the nature of their work or personal circumstances. If this is the case, they should let school staff know and staff will help them make suitable adjustments.

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 with their full name. This is to ensure safe storage and release from the school school office.

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 or during school visits or trips where pupils have not followed this policy, or while pupils are travelling to and from school.

Confiscated phones will be stored in the school office in a locked cabinet, accessible only by the office manager.

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 for pupils

Code of conduct

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

1. You may use your phone on the way to school, and on the way home from school.
2. Phones must be switched off (not just put on 'silent') when you get to school.
3. You must hand your phone in to the school office at the start of the school day. You may not keep your phone in your pockets/bag/locker
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.
8. Rules on bullying apply to how you use your mobile phone even when you aren't in school.
9. 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.
10. Don't use your phone to view or share inappropriate or harmful content.

9. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	
Make of phone	
Description of case	
Telephone's number	

For parents:

I have read the school's policy and guidelines on mobile phones, and I am aware of the conditions and consequences outlined in them. I expect my child to follow the guidelines and only use mobile phones outside of school hours.

I give _____ permission to bring a mobile phone to school.

Parent signature: _____

Date: _____

For pupils:

I have read the school's guidelines on mobile phones and I understand what the rules mean. I understand that my parents are allowing me the privilege of bringing a mobile phone to school for personal reasons, and that I could lose that privilege if I don't follow the school's rules.

Child signature: _____

Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

10. Appendix 3: 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.
- 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.

Use of mobile phones in our school

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