



## **Mobile Phone Policy**

### Introduction and Aims

At Stokes Wood 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 Mobile Phone 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. These include the Health and Safety Policy, Anti-Bullying Policy, Child Protection Policy and E-Safety Policy.

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

### Roles and responsibilities

#### Staff

All staff (including teachers, teaching assistants 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, in consultation with the Governing Body is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

## Use of mobile phones by staff

### Personal mobile phones

Staff (including visitors, volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while working in the classroom or with groups of children. This includes use of services requiring access to the internet (using own 5G/4G/3G) such as social media networking, web browsing etc. 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). Please consider all of your use of mobile phones in school and make sure to remain professional at all times. Please refer to the E-Safety Policy and Social Media Use Policy for further details. If you are unsure, please speak to a DSL or ICT member of staff.

During all other times, mobile phones should be passcode locked and kept in a secure location, away from children.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. In most cases, this must be arranged beforehand with the Headteacher. Examples of this might be:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- To support pupils in exceptional, circumstances (eg; language translation)

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 0116 287 5305 as a point of emergency contact.

Staff must secure their personal phones, as well as any work phone provided to them through use of a passcode, fingerprint recognition or other security measure to ensure safety of personal data. Failure by staff to do so could result in data breaches and could result in disciplinary action being taken.

For more guidance relating to data protection, please see the Data Protection Policy for Staff and the E-Safety Policy (see Appendix 1 and Appendix 2 for a full list of permissions).

### Safeguarding

Staff **MUST NOT GIVE** 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 may use their mobile phones to take photographs or recordings of pupils, their work (or any normal school activity). Only members of staff who have an enhanced DBS disclosure are permitted to take photographs/videos. Any photographs taken by members of staff on their own cameras can only be downloaded onto a school lap-top / computer.

No images are to be kept on mobile phones or private lap-tops/computers. Photographs are stored on the Schools computer/laptop, which is password protected, or on encrypted memory stick(s), until the images are no longer required or the School ceases to operate. Should this occur then all photographs will be shredded or deleted from the computer or laptop and the encrypted memory stick. If images are emailed from a mobile phone a secure school email account must be used.

All staff know that they must not in any circumstances view any images that have been recorded, if they are believed to be of an indecent nature. (Please see more guidance on sexting in our Child Protection Policy).

#### 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 are not limited to:

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

All school trips, including residential, require the trip leader to carry the school mobile phone. Parents of children attending overnight residential are given this telephone number to contact in the event of a family emergency.

All staff will refrain from using personal mobile phones to contact parents. If necessary, contact must be made via the school office

#### School work phones

Only authorised staff are permitted to use the school work phones, and access to the phone must not be provided to anyone without authorisation.

Staff must ensure that all communication or conduct linked to the device is appropriate and professional at all times, in line with the Staff Code of Conduct.

#### Sanctions

All staff are made aware that if they fail to adhere to this policy they may face disciplinary action. Please see the Disciplinary Policy for more information

#### Use of mobile phones by pupils

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Stokes Wood Primary School discourages pupils from bringing mobile phones to school due to the potential issues raised above. When a child needs to bring a phone into school, phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Stokes Wood Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds. Pupils should turn their mobile phone off and hand it to the school office at the beginning of the school day. They can then collect it at the end of the school day.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil and handed to the Assistant Headteacher. Their parent will then be asked to collect their phone at the end of the school day. If it is believed that there are images of other pupils or teachers, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a Senior Leader or their parent/carer. Should a pupil be found to be using their phone inappropriately, the Senior Leadership Team reserves the right to withdraw this privilege and the child will no longer be able to bring a mobile phone into school. We ask that parents talk to their children about the appropriate use of technology as they can be used to bully pupils. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email. Pupils are not permitted to take mobile phones on school trips, including residential.

### Sanctions

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 physical appearance, gender, ethnicity, disability, religion, special educational needs or sexuality

### Use of mobile phones by parents, volunteers and visitors

Parents, visitors, students and volunteers (including governors and contractors) must adhere to this policy in the same way as 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
- Ensuring that any photographs or recordings are for personal use only, and not for posting on social media platforms
- Not using phones in lessons, classrooms or when working with pupils

Parents, visitors, students and volunteers will be informed of the rules for mobile phone use when they sign in at reception, during the induction process or when they attend a public event at school. Parents and carers are asked to sign to stipulate that all recordings and photographs are for personal use only.

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.

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.

#### Loss, theft or damage

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. 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.

#### 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

Reviewed annually

Appendix 1: Communication Technologies Permissions

	Staff & other adults				Students / Pupils				
	Allowed	Allowed at certain times	Allowed for selected staff		Not allowed	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission
<b>Communication Technologies</b>									
Mobile phones may be brought to school	✓								✓
Use of mobile phones in lessons				✓	✓				
Use of mobile phones in social time	✓				✓				
Taking photos on mobile phones / cameras		✓							✓
Use of other mobile devices eg tablets, gaming devices				✓					✓
Use of personal email addresses in school, or on school network				✓	✓				
Use of school email for personal emails		✓			✓				
Use of messaging apps			✓		✓				
Use of social media			✓		✓				
Use of blogs (the school blogsite)	n/a					n/a			

## User Actions

		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)					X	
On-line gaming (educational)					X	
On-line gaming (non educational)					X	
On-line gambling					X	
On-line shopping / commerce				X		
File sharing via School IT Systems				X		
Use of social media				X		
Use of messaging apps				X		
Use of video broadcasting eg Youtube			X			