



St Peter & St Paul

CofE Primary School

Mobile Phones Usage Policy

(This policy has been drafted having regard for the school's Christian ethos).

| | Date | Signed |
|-------------------------|--|--------------------------------------|
| Agreed by Staff: | October 2019 | Mr Steven Ginn Head Teacher |
| Agreed by Governors: | October 2019 | Mrs Nancy Ford Chair of Governors |
| Lead: | Senior Leadership Team/Strategic Leadership Committee | |
| Review date: | October 2023 | |

Our School Mission Statement

We see it as our mission to grow the whole child - intellectually, emotionally, physically, socially and spiritually. To provide them, within a Christian environment, with every learning opportunity possible and to empower them to be the leaders of tomorrow.

Mobile Phones Usage Policy

Rationale

At St Peter and St Paul, 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.

Aims

This 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

Roles and responsibilities

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.

Governors

The governors, together with the head teacher, will be responsible for monitoring the policy every four years, reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones by staff

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).

There may be circumstances in which it is 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 head teacher 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 [01379 870497] as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

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 ensure that any mobile phones used to take photographs or recordings of pupils, their work, or anything else which could identify a pupil is password protected. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this should be done if possible using school equipment.

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 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 should be made via the school office.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

Use of mobile phones by pupils

Pupils are allowed to bring a mobile phone to school but they are not allowed to use them. All mobile phones must be handed in to the school office on arrival and may be collected at the end of the school day.

Sanctions

Any pupil found in possession of a mobile phone whilst in school will have their phone confiscated. Schools are permitted to confiscate phones from pupils under section 91 and 94 of the Education and Inspections Act 2006.

If a pupil's phone is confiscated, it will be stored securely in the school office and may be collected at the end of the school day.

If a member of staff has any concerns that a pupil's mobile phone has been used inappropriately, for example it contains pornographic images or is or has been used to commit an offence or cause personal injury, they have the power to search that phone as set out in the DfE's guidance on searching, screening and confiscation. If inappropriate material is found on a pupil's phone, they will be referred to the head teacher who will determine what further action needs to be taken.

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:

- . Threats of violence or assault
- . Abusive calls, e-mails, or texts directed at someone on the basis of someone's ethnicity or religious beliefs.

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 is 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.

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 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.

Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely in the school office during their time in 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. 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. This disclaimer will be incorporated into the permission forms for bringing a phone to school.

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 or other relevant organisations.

Appendix 1: Permission form allowing a pupil to bring their phone to school

| PUPIL DETAILS | |
|---------------------------|--|
| Pupil name: | |
| Class: | |
| Parent(s) name(s): | |

The school has agreed to allow [pupil name] to bring [his/her] mobile phone to school because [he/she]:

- . Travels to and from school alone
- . Is a young carer
- . Is attending a school trip or residential where use of mobile phones will be allowed
- . Attends before or after-school where the phone may be required to contact parents

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.

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.

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent signature: _____

| FOR SCHOOL USE ONLY | |
|-----------------------|--|
| Authorised by: | |
| Date: | |

Document History

| Version | Date | Comments |
|---------|--------------|---|
| Issue 1 | June 2014 | Initial policy draft completed by Policies subcommittee in consultation with Head Teacher |
| Issue 2 | October 2019 | Updated in line with current recommendations |
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