

### 1. Introduction and aims

At The Grange CP 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 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 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

#### 2.2 Governors

The Governing Body will monitor and reviewing this policy.

### 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 and during teaching 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).

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 01295 257861 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.

The school's data protection policy and ICT acceptable use policy can be found on the school website.

### **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.

The ICT acceptable use or online safety policies are on the school website for further information.

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 is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

The ICT acceptable use policy explains in detail the expectations of staff.

### **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

However, school mobile phones are provided for such purposes and must be used.

Personal phone numbers must not be given to parents/carers or children

If for some extraordinary circumstance, a personal phone has to be used, the user must block their caller ID.

### **3.5 Work phones**

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 and smart watches by pupils**

Smart Watches are not permitted in school.

Pupils are allowed to bring a mobile to school if they:

- Travel to and from school by themselves

Pupils who are allowed to bring phones to school must hand them in as they are not to use them in school. They must be stored by the teacher in a lockable cupboard.

##### **4.1 Sanctions**

If a pupil is in breach of this policy:

- The phone or smart watch will be confiscated. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- When a phone or smart watch is confiscated, the parent will be informed and instructed to come and
- As set out in the [DfE's guidance on searching, screening and confiscation](#), staff have the power to search pupils' phones,. The DfE guidance allows staff to search a pupil's phone if they 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.

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, unless it's a public event (such as a school event), 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 provide a summary of the rules for the use of mobile phones by parents, volunteers and visitors on arrival.

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.

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 will make sure pupils and parents are aware of the disclaimer above by:

- Putting signs up in the school entryway or office
- Including disclaimers in permission forms for bringing a phone to school
- Including a disclaimer in the home-school agreement
- Providing a copy of our policy and disclaimer to new pupils and parents
- Confiscated phones will be stored in the school safe and are the responsibility of the School Business Manager thereafter.

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 & acceptable use agreement for pupils

### Code of conduct & acceptable use agreement

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

1. You must hand in our phone to your teacher on arrival at school.
2. You may not use your phone in school.
3. Phones must be switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets. 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 do not know, and don't share other people's contact details without their consent.
7. Do not share your phone's passwords or access codes with anyone else.
8. Do not 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. Do not use your phone to send or receive anything that may be criminal. For instance, inappropriate images.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.
11. Do not 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 policy and will be dealt with accordingly.

**9. Appendix 2: Permission form allowing a pupil to bring their phone to school – to be completed online via MS Forms**

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent(s) name(s):</b>	

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

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct & acceptable use agreement.

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

Parent signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

## 11. Appendix 4: Template mobile phone information slip for visitors – to be completed at point of entry via InVentry

Print out copies of this slip to give to visitors when they arrive at your school. Adapt the template to reflect section 5 of this policy.

### 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 [insert location]
- 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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