

Mobile phone policy



Approved by: Mrs J Briggs **Date:** 07-06-2021

Updated by: Mrs J Briggs **Date:** 23-01-2023

Next review due by: June 2024

1. Introduction and aims

At Hardy Mill Primary 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 two years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones/smart watches by staff

3.1 Personal mobile phones/ smart watches

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. During contact time when children are present, mobile phones and smart phones should be switched off and stored away safely.

Use of personal mobile phones and smart watches 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 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 01204 333770 as a point of emergency contact.

3.2 Data protection

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

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/smart 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/smart watches 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 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 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/smart watches and other devices by pupils

4.1 Mobile phones/ smart watches

Only Year 6 pupils who are walking home are permitted to bring a mobile phone or smart watch to school.

Staff will share the code of conduct with pupils (see Appendix 1). A code of conduct and acceptable user agreement must be completed by the parent and child.

Upon entering school site, phones/ smart watches must be switched off.

Phones/ smart watches must be handed in once the child enters the school building each day and then stored in the school office until the end of the day.

Once collected, phones/ smart watches must not be switched on until the child has left school site.

Pupils must adhere to the school's code of conduct/acceptable use for mobile phone/ smart watch use (Appendix 1)

4.2 FitBit/ Fitness Tracker devices

Fitbit/ Fitness Tracker devices that have no mobile phone functions (photographs, ability to link to phone for texts, recording etc) can be worn as a watch by pupils in school. A code of conduct and acceptable user agreement must be completed by the parent and child for any pupil wearing one. (Appendix 2)

4.3 Sanctions

If school suspects that a pupil is not following the school code of conduct/ acceptable use (specifically points 4, 5, 7, 8, 9 and 10 of Appendix 1), school will contact the pupil's parent to ask whether:

- the parent is willing to give consent for school to check their child's phone/ smart watch
- or**
- the parent would prefer to collect the phone from the school office and complete the phone/ smart watch check themselves

If a pupil is in breach of this policy and code of conduct, they will be given a warning in the first instance and if this breach continues they will no longer be permitted to bring a phone/ smart watch to school.

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/smart watches 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 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 or volunteers supervising school trips or residential visits must not:

- Use their phone/smart watch 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/smart watches, 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 phone/ smart watch during the school day.

6. 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. 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/ smart watches 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/smart watches 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 organisation.

Appendix 1: Code of conduct/acceptable use for pupils

Code of conduct/acceptable use of mobile phones and smart watches

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

1. Phones/smart watches must be switched off (not just put on 'silent') once entering school grounds.
2. Phones/smart watches must be handed into the class teacher upon arrival.
3. Phones/smart watches should not be turned on again until you have left the school site.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Keep your phone's passwords and/or access codes private.
7. Mobile phone or other devices must not be used 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
8. Mobile phones/ smart watches must not be used to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone/ smart watch even when you aren't in school.
10. Vulgar, obscene or derogatory language while on the phone or when using social media is not acceptable. This language is not permitted under the school's behaviour policy.

I have read and understand the above agreement.

Parent: _____ Date: _____

Child: _____ Date: _____

Appendix 2: Fitbit and Fitness tracker parental agreement

Fitbit and Fitness trackers parental and pupil agreement

Child's name: _____ Class: _____

I can confirm that my child's fitness tracker device functions only as a fitness trackers and is not able to take photographs, text or record.

Parent: _____ Date: _____

I understand that if the device becomes a distraction to learning in the classroom that permission for it being worn may be removed.

Parent: _____ Date: _____

Pupil: _____ Date: _____