



# Mobile Phone and Other Smart Devices Policy

Holywell C of E School

Please note this policy refers to mobile phones but this applies to any device capable of communicating with someone outside the school premises and/or capable of taking photographs and recording videos. This includes devices such as smart watches.

**Approved by:** FGB 23/2/22

**Date:** October 2023

**Next review due by:** October 2024

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## 1. Introduction and aims

At Holywell C of E 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 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 year, reviewing it, and holding staff and pupils accountable for its implementation.

## 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. 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).

All staff and visitors are expected to leave their mobile phones in a locker in the school staffroom on entry. Individual locker keys will be assigned accordingly.

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
- If the member of staff is office based or particularly needs it for their role e.g. Site officer or staff who use phone to link to school's AV system to teach.

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 01480 462007 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.

### **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 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.

Any phone which is linked to the school's internet will be subject to the same online filtering and monitoring as any of the other devices on the school network.

### **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
- › Parent consultations (number must be withheld)
- › Teaching when linked to school's AV system, eg. Singing teacher, theatre arts.

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

### **3.5 Work phones**

Some members of staff may be 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

- In specific circumstances pupils are allowed to bring a mobile to school, this needs to be agreed in advance, for example if they are:
  - Travelling to school by themselves
  - Young carers who need to be contactable
- The mobile phone must be stored by the class teacher on arrival and returned at the end of the school day.
- The school recognises that some children wear smart watches and these have the same functionality as a mobile phone. If a child is found to be using this functionality within school the device will be removed and given to a senior member of staff for safe keeping. The device will be returned to the parent/carer with instruction that it is not to be brought into school again until further notice.

## 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:

- Storing the device in a school locker on entering the building
- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair).
- 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 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.

Staff must 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.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

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

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

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

- Travels to and from school alone
- Is a young carer
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Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. The school reserves the right revoke permission if pupils do not abide by the policy.

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

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