

Mobile Phone Policy

SMS Changing Lives School



Approved by:	Hecabe DuFraisie	Date: 31 August 2022
Last reviewed on:	31 August 2022	
Next review due by:	31 August 2024	

Contents

1. Introduction and aims	2
2. Roles and responsibilities	2
3. Use of mobile phones by staff	3
4. Use of mobile phones by pupils.....	4
5. Use of mobile phones by parents, volunteers and visitors	5
6. Loss, theft or damage	5
7. Monitoring and review.....	5
8. Appendix 1: Code of conduct/acceptable use agreement for pupils.....	6
9. Appendix 2: Permission form for pupils to use mobile phones during lessons.....	7
10. Appendix 3: Permission form allowing a pupil to bring their phone to school	Error! Bookmark not defined.
11. Appendix 4: Template mobile phone information slip for visitors	8

1. Introduction and aims

At SMS Changing Lives 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 safeguarding, behaviour, anti-bullying and safeguarding.

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 Headteacher 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 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, during contact time with students. 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 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 0161 682 6462 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.

More information on this can be found in our data protection policy.

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.

Further information on this is available in our Online Safety policy.

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'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 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
- › If possible, staff will be issued with a school mobile phone

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 by pupils

Children are allowed to bring a mobile to school. They will not be allowed to use their school phone during the school day unless there is an emergency, and they need to contact their parents or carers. In this instance, calls should be made in the presence of a member of staff.

On arrival at school, pupils must hand their phones in to a member of the behaviour team, and they will be kept safe until they go home, at which point their phones will be returned to them.

Phones are allowed to be taken on trips outside the classroom or for trips and visits and other educational activities. However, if phones are used inappropriately, they can be taken away at the discretion of a member of staff and returned at the end of the trip.

4.1 Sanctions

If a child is found using a phone in breach of this policy, the phone will be confiscated.

If a child is found to have used their phone in an inappropriate manner in school, eg bullying another child, or if we believe it contains inappropriate content such as pornographic images we have the right to search the phone. This will be done in accordance with guidance from the Department of Education ([Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/671222/Searching_Screening_and_Confiscation.pdf)). If a member of staff finds any image, data or file that they suspect might constitute a specified offence, then this must be delivered to the police as soon as is reasonably practicable.

Sanctions for inappropriate use of a mobile phone in school will include exclusion.

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 (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- 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
- Sanctions for inappropriate use of a mobile phone in school will include exclusion.

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 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 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 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.

Pupils and parents are made aware of this disclaimer by signs in the school behaviour area. A copy of this policy and disclaimer will be provided to new pupils and parents.

Lost phones should be returned to the 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

I agree to hand my mobile phone in to a member of the Behaviour Team as soon as I enter the school.

Signed _____

9. Appendix 2: Permission form for pupils to use mobile phones during lessons

To be completed if a member of staff wants you to use a mobile phone during a lesson.

PUPIL AND LESSON DETAILS	
Pupil name:	
Date:	
Class/lesson details:	

PURPOSE
Teachers should fill out this box explaining how the phones will be used during the lesson

Pupil agreement

I understand that I am being allowed to use my phone during lesson time as part of an educational or class activity.

I will not use my phone for any other purpose than the one listed above. If my teacher, or any other member of staff, finds that I'm using my phone for any other reason, I understand that it will be confiscated.

I understand that the school's code of conduct on the use of mobile phones still applies.

Pupil signature: _____

Teacher signature: _____

11. Appendix 3: Template mobile phone information slip for visitors

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 the school office at the entrance.
- › 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.

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 the school office at the entrance.
- › 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.

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 the school office at the entrance
- › 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.
