

# Mobile Phone Policy

## Little Acorns School



**Approved by:** Alison Neal

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## 1. Introduction and aims

At Little Acorns School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers 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/carers and volunteers
- Support the school's other policies, especially those related to child protection and behaviour and Online Safety

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.

Alison Neal is responsible for monitoring the policy every 2 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, whilst the 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 staffroom).

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 01233850422 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed information regarding please see our separate Data Protection Policy.

### 3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers 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/carers 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's necessary to take photos or recordings as part of

### 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 with their number hidden.
- 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/carers. If necessary, contact must be made via the school office or where necessary their mobile number should be hidden.

### 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 by pupils

Pupils will not be allowed to use mobile phones at any point during the school day.

Pupils whom travel by taxi, whom may have their mobile phones in the taxi will be asked to hand the mobile phone to staff upon arrival. This will be turned off and stored in a locked cupboard until the end of the school day.

### 4.1 Sanctions

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006. Little Acorns staff will confiscate mobile phones if they are found on the children during the school day. The confiscated phone will be placed in a locked cupboard in the Head Teachers office, this will be returned at the end of the school day.

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you to search a pupil's phone if you 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 (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

## 5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers 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/carers 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 handed to an adult as soon as they leave the taxi.

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.

To ensure all pupils, parents and carers are aware of this we will include disclaimers in your permission forms for bringing a phone to school and we will provide a copy of your policy and disclaimer to new pupils and parents/carers

Confiscated phones will be stored in the lockable cupboard in Alison Neals office. She is then responsible for the phone.

Lost phones should be returned to The Head Teacher. 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/carers 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

## Acceptable use agreement

You must obey the following rules if you bring your mobile phone to school for use in the taxi:

1. You may not use your mobile phone during the school day, they must be handed to your adults in your class whom will store it in a locked cupboard.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
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. Don't share your phone's passwords or access codes with anyone else.
7. Don't 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
8. Don't use your phone 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 even when you aren't in school.
10. Don't 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.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS

Pupil name:

Year group/class:

Parent/carer(s) name(s):

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

Travel to and from school alone

Are a young carer

Are attending a school trip or residential where use of mobile phones will be allowed

Need the phone for an educational activity during class time

Attend before or after-school where a mobile phone is required for the activity, or to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and it must be handed to staff upon arrival to staff,

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

Parent/carer signature: \_\_\_\_\_

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

FOR SCHOOL USE ONLY

Authorised by:

Date:



## 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 [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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