

Mobile phone policy

Approved by:	LGB	Date: 7 th Feb 24
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Next review due by:	[Date] Feb 2027
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1. Introduction and aims

At St Peter's 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 acceptable use of ICT 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.

The Headteacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The policy is approved by the Local Governing Body (LGB) every 3 years.

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 (unless there is an emergency situation-see below). 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 kitchen, office, Head's office and adult bathroom).

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 should be notified and 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 [01993 842535] 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).

(See: acceptable use and online safety policy; staff code of conduct)

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 be aware that any written information involving pupils, parents or staff, even if on their personal social media accounts, is potentially subject to freedom of information acts and similar and therefore could become in public domain.

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.

Some occasions deem it necessary to use a personal mobile phone or device for work purposes, such as checking emails, accessing the shared work drive and using authenticator apps or similar to access school software. This is permitted but staff must avoid using personal devices unless necessary and not store information on the personal hard drives unless necessary.

Staff may use personal devices to access the internet at school and if so, must adhere to other relevant policies: staff code of conduct and acceptable use of TCT and online safety policy.

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

See education visits policy.

There may be occasions when staff use their personal mobile number as a point of contact when on a trip/visit.

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/carers. 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 by pupils

Pupils are strongly discouraged from having mobile phones and other devices with the ability to call (such as apple watches) at school.

If a pupil has a need to bring a mobile phone or similar to school they must:

- adhere to the school's acceptable use of ICT policy for mobile phone use
- have a written request from parents, agreed by the Headteacher.
- Bring it to the school office when they arrive and leave it with Mrs Hayler/Mrs Axford.
- Collect it at the end of the day from the School office.
- Disable/not use the camera/video/voice recorder function.

Personal devices brought into school are the responsibility of the pupil and the school will not be held liable for any theft, damage or loss of items.

4.1 Sanctions

If a pupil is found to breach this policy, the classteacher/ headteacher may take the following action:

- Confiscate the phone under sections 91 and 94 of the [Education and Inspections Act 2006](#)
- Search for a suspected phone in a pupil's belongings as set out in the [DfE's guidance on searching, screening and confiscation](#) if we have concerns about it being misused or in being stored in breach of policy.
- Insist that a parent collects the device.
- Refuse future requests to bring a device in.

- Issue a consequence in line with the school's behaviour policy.

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:

- 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).
- 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. A summary of the Mobile Phone use is available to take at the School office as a reminder. 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 stored securely in the school office when not in use.

Staff must also secure their personal phones. 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.

Confiscated phones will be stored in the school office in a locked drawer. The headteacher/office administrator.

Lost phones should be returned to Mrs Hayler in 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/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
- The Local Governing Body will review this policy every three years.

8. Appendix 1:

St Peter's Acceptable Use Policy for Pupils

I know that I must use technology safely

- I know that the school can see and check what I do on the computers and iPads.
- I will treat my username and password like my toothbrush – I will not let anyone else use it, and I will not use theirs.
- I will be aware of my personal safety when I am communicating online and will not share personal information about myself or others.
- I will tell a teacher immediately about any nasty or inappropriate material or messages on the computer, or anything that makes me feel uncomfortable when I see it.
- I understand that school will look after me and my classmates and can help if anything happens online – even if I am using a device at home.

I know that I must use technology responsibly

- I understand that the computers and iPads are here for school work only.
- I will only upload pictures or videos from inside the school if I have permission.
- I understand that the school's security and internet filter is there to protect me and protect the computer network. If I need access to a blocked website, I will ask my teacher.
- I will only download things onto the computer if it is related to my school work and I have permission from my teacher.
- I understand that I must not download or display inappropriate pictures or other material from the internet.

I know that I must help look after the school's equipment

- If I have a problem with my computer or iPad, I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.
- I will only use programs that are already on the device. If I need a new program, I will ask my teacher – I won't try to install it myself.
- I know that I should not eat or drink around any electronic device.

I know that I must respect others when I am online

- I will always treat others the same way I would want them to treat me – just as I would when not using technology. I will not use the internet to be unkind or bully anyone.
- I will be polite online, and I will not use strong, aggressive, or inappropriate language. I appreciate that others may have different opinions.
- I will not take or share pictures or videos of anyone, using any device, without their permission.

Code of Conduct

You should:

-  Always follow the instructions of your teacher.
-  Keep your username and password secret.
-  Always be polite when you send messages to other users.
-  Always tell your teacher if you see, hear or read anything which makes you feel uncomfortable while you are using electronic devices.
-  Look after the equipment – tell your teacher if anything is broken so it can be fixed.

You should not:

-  Send anyone a message which is not nice.
-  Use unkind words in a message.
-  Use any other person's login details.
-  Use any other person's work including pictures.
-  Tell a stranger any of the following information:
 - your name,
 - your home address,
 - your telephone numbers,
 - any other personal information about yourself or any of your friends.
-  Eat or drink around any electronic equipment.

When you are finished using a computer or iPad you should always close it down properly, following your teacher's instructions.

I agree to follow the school's code of conduct when using any electronic device/the internet.

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 on the use of mobile phones still applies.

Pupil signature: _____

Teacher signature: _____

10. Appendix 3: 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 _____ to bring their mobile phone to school because they:

- ☐ 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
- ☐ Other: _____

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

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

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 4: Template mobile phone information slip for visitors

Mobile phone policy: 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 kitchen area, the adult bathroom or the School/Head's office.
- Do not take photos or recordings of pupils (unless it is your own child), or staff. For events, please do not share photos on social media of other pupils.
- Do not use your phone in lessons, or when working with pupils. If you have a personal situation that requires you keep your phone nearby/switched on, please make the staff aware and keep it as private as possible.

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.