



**ST EGWIN'S C.E.
MIDDLE SCHOOL**

**Mobile Phone Acceptable
Use Policy**

Updated – October 2022

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Reviewed by: C Gordon

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1. Introduction and aims

At St Egwin's Church of England Middle 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:
 - Safeguarding policy
 - Behaviour policy
 - Staff Code of Conduct
 - E safety policy
 - Social Media policy
 - GDPR privacy notice
 - Appropriate use of images
 - ICT acceptable use policy
 - Data protection
 - Privacy notice

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 DSL 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 with children present unless in exceptional circumstances.

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, an office). However, mobile phones may be used to authenticate logins using approved 2-factor authentication apps where a school system requires it. If this must be done in front of pupils it should be kept to a minimum.

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, DSL or member of SLT 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 01386 446924 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.

Linked policies on website:

GDPR privacy notice

Appropriate use of images

ICT acceptable use policy

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.

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 or with permission from the Headteacher/ DSL. If work related photo's etc are taken on a member of staff's personal device then this should be uploaded to the school site as soon as possible. The photo's etc then need to be deleted from the teacher's device.

3.4 Using personal mobiles for work purposes

There are school mobile phones that can be used for residential trips or school visits. 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 it is deemed necessary to contact parents then 141 must preface the call. If necessary, contact can also be made via the school office or via the 3CX system (preferable if accessible)

3.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

4. Use of mobile phones by pupils

- Pupils can bring mobile phones to school
- Mobile phones need to be switched off and placed in the form box at the start of the day and collected from the box as per our protocols
- Pupils must not use their mobile phones during the school day or anywhere on school site

4.1 Sanctions

If a pupil is found to be using their mobile phone on school site the phone will be confiscated and handed in to the office. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

- Parents will be called and asked to collect the phone from the school office
- If a repeat of the use of a mobile phone on school site happens then the pupil may have to hand in their phone daily to the office where it will be stored securely or be told they cannot bring the phone into school

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 school to search a pupil's phone if we 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 / sharing nudes or semi nudes
- 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, 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, 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 except with permission from a member of SLT or the trip leader or in an emergency
- 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 they hand in their mobile phones as per our policy

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. 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. These rules also apply to staff mobile phones.

- A copy of this policy (including the disclaimer) is available to parents to read on the school website

Confiscated phones will be stored in the school office in a secure location. Our school secretaries are responsible for their safe keeping

Lost phones 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 teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix 4: 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 should go to school reception or a private space unless it is an emergency
- Do not take photos or recordings of pupils (unless with permission from the Headteacher), 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 Acceptable Use policy is available on our school website
