



## Mobile Phone Policy

**Policy approved and adopted:** September 2019

**Review date:** September 2021

### 1. Introduction and aims

At Cove Junior 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 staff acceptable use of I.T., Safeguarding, 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

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 three 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, 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).

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.

### **3.2 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information unless otherwise agreed with the headteacher. For more information on this please refer to Staff Acceptable Use of IT 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 that 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.

The only exception to this would be accessing apps, such as CPOMs, or checking work email accounts, both of these may contact confidential information about pupils. In this circumstances, this information should be accessed in a secure environment and not in public areas.

### **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

The school mobile phone should be used by trip leaders whenever possible to limit the possible need for them to use their personal mobile phone. However, it is understood that this may not always be possible and circumstances may arise when the use of a personal mobile phone cannot be avoided.

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

### **3.5 Work phones**

When using the school's mobile phone, 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**

Under exceptional circumstances, certain pupils will be permitted to bring in a mobile phone. These circumstances include, but are not limited to:

- Travelling to/from school unaccompanied by an adult or older sibling, and when the child does not live in the immediate vicinity of the school

If pupils are allowed to bring phones to school they must be kept in the school office at all times and be turned off. They must not be kept anywhere else.

They must not be used on the school site unless they are notifying a parent of their arrival or departure. Pupils must adhere to the school's Acceptable Use Agreement for mobile phone use (see appendix 1).

#### **4.1 Sanctions**

Any breach or reported misuse of a mobile phone will result in:

- Phones be confiscated. *(Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)*
- If a phone is confiscated, a parent must come to the school and collect it from a senior leader
- If a phone is confiscated on more than 3 occasions, or there is a serious breach in conduct, a complete ban can be imposed

*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.*

If inappropriate content is discovered:

Staff should:

- Contact a DSL as soon as possible to agree the next steps
- Confiscate the phone immediately. Screen shots may be taken as a matter of record
- Contact all parents concerned
- Contact external agencies, if required

Parents should:

- Support the school in their decisions
- Ensure that appropriate actions are taken as a result of the incident
- Ensure that appropriate parent locks are in place to protect the child

Pupils should:

- Take responsibility to use the device appropriately
- Take responsibility to ensure no one else uses the device

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
- 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 them on social media
- 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 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 stored securely in the school office.

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.

#### **7. Monitoring and review**

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare.



# Cove Junior School

## Mobile Phone Policy Acceptable Use Agreement

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone on the school grounds, unless the teacher specifically allows you to.
2. Phones must be switched off and kept in the school office.
3. You may not use your mobile phone in the toilets. 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.
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:
  - Email
  - Text/messaging app
  - Social media
8. 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.
9. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
10. You must comply with a request by a member of staff to unlock your phone if they have reason to believe that it has been misused or there is inappropriate contact.

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 their mobile phone to school because:

---

---

---

Pupils who bring a mobile phone to school do so at their own risk, and must abide by the school's policy on the use of mobile phones, which can be found on the school's webpage.  
The school reserves the right to revoke permission if pupils do not abide by the policy.

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

Pupil signature: \_\_\_\_\_

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