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Staff Responsibility:	J Harland
Linked policies:	Child protection and
Signed by chair:	
Date:	

Mobile Phone Policy

Boarshaw Primary School

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1. Introduction and aims

At Boarshaw Primary 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

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 Head Teacher is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The Governing Board will be involved in the acceptance and subsequent reviewing of the policy.

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. The use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present for example the staff room, office area or classrooms outside of the “school day.”

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 0161 653 9536 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.

For more detailed guidance regarding data protection please refer to :

- The school’s data protection policy
- ICT acceptable use 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.

Staff may, if they wish, download apps such as class dojo and CPOM’s to their phones but are not to share personal phone numbers with parents.

Staff may connect personal phones to the school internet in order to access the Internet. Staff emails may, if wished, be accessed via personal mobile phones.

Refer to :

- Refer to ICT acceptable use policy.
- Data protection policy
- KCSIE

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

- To access work emails

Personal numbers in these circumstances must not be shared with parents. Where necessary the trip leader has access to a school mobile number that, with the agreement of the Head Teacher can be shared with parents. In normal circumstances communication with parents during trips and residentials will be facilitated by the school in line with the Educational Visits Policy.

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

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

Pupils in Years 5 and 6 may bring mobile phones to school if:

- They are travelling to and from school on their own
- Are young carers who need to be contactable
- There are other mitigating circumstances that have been discussed and agreed with the Head Teacher or Deputy Head Teacher.

Parents must complete the Mobile Phone Agreement prior to children bringing them into school. This agreement is renewed annually. Children must sign the school's code of conduct/acceptable use agreement for mobile phone

Phones are to be locked in the phone lockers, located in the Year 6 corridor. Children are responsible for the locker key and will be charged £6 to replace lost keys. Phones not locked away will be confiscated and will only be returned to a parent.

Pupils must adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).

4.1 Sanctions

Phones brought into school and either not handed in or where no agreement is in place, will, under sections 91 and 94 of the Education and Inspections Act 2006, be confiscated. Confiscated phones will need to be collected from the school office by a parent/carer. Confiscated mobile phones will be locked in the school safe.

Repeated breaches of the school's code of conduct/acceptable use agreement for mobile phones will mean that the privilege is withdrawn and the child will not be permitted to bring a mobile phone to school.

If a member of staff believes that a phone has been used inappropriately, they must inform the Head or Deputy Head and in their presence, may, as outlined in the DfE's guidance on searching, screening and confiscation search a pupil's phone if it is believed that it contains pornographic images, or if it is being 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

Every effort will be made to contact parents prior to searching a phone.

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 (only permissible during events)
- 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. Any whole school events will include an announcement regarding mobile phone usage prior to the event starting.

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 bringing phones to school must ensure that phones are taken to the phone lockers located in the Year 6 corridor.

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. This disclaimer is included in the mobile phone permission forms and home- school agreement. This policy and associated paperwork is shared with pupils and parents new to school.

Confiscated phones will be stored in the school safe. They can be collected from the school office during school hours. School accepts responsibility for the confiscated phone until it is returned to the parent.

Lost phones should be returned to the school office or class 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 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: Boarshaw Primary School for pupils

Boarshaw Primary Mobile Phone Code of conduct/acceptable use agreement.

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others if used inappropriately. Older pupils may begin to walk to or from school on their own and, for safety reasons, parents/carers may want their child to have a mobile phone with them on this journey. For this purpose, older pupils (Years 5 and 6) are allowed to bring a mobile phone into school at the discretion of their parents. The protocol for use of a mobile phone at Boarshaw Primary is as follows:

1. Mobile phones may be used on the way to school and on the way home from school but must be switched off on arrival to school and not switched back on to make calls, send texts or access the internet until pupils leave the premises at the end of the day.
2. Pupils must turn off their phones (not turn them to silent) and take them to the phone lockers in the Year 6 corridor. Phones should be collected from the lockers at the end of the day. Phones must not be kept in the children's own possession – such as in coat pockets, bags or trays. Children must pay a deposit of £ 6.00 for a locker key and they are responsible for this key. A £6.00 charge will apply to a lost key.
3. Pupils are not to use their phones at any point during the day (8.45am -3.15pm, 8am to 5.30pm if accessing before and after school club) including making or receiving calls, sending text messages, accessing the internet, taking photos etc. In a genuine emergency, pupils can be contacted through the school office.
4. Mobile phones may not be brought into school unless parents and pupils have signed the acceptable use agreement.
5. Phones brought into school without signed agreement of the Protocol, or use of a phone which is in breach of the protocol (e.g. not securing it in a locker) will result in

the phone being taken away by a member of staff and put into the school safe for collection by the child's parents.

6. Children may not bring electrical equipment such as iPads, iPods, MP3 players or cameras and smartwatches into school. These will also be taken away by members of staff to be collected by parents/carers if brought into school. If parents need to contact their son or daughter, they should telephone the school office.

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

1. You may not use your mobile phone during lessons.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone to take photographs anywhere in school. 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 harmful content including photographs.
12. 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.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow _____ to bring his/her mobile phone to school because he/she:

➤ Travels to and from school alone

➤ Is a young carer

➤ _____

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

Pupil agreement

I understand that bringing my mobile phone to school is a privilege and agree to abide by the rules above in order to keep myself and other people at school safe.

Pupil signature: _____

Parent agreement

I understand the contents of the policy and code of conduct and agree to support the school in enforcing it. I understand that school has a legal right under sections 91 and 94 of the Education and Inspections Act 2006 to confiscate phones if they deem it to be appropriate and accept that it is my responsibility to then organise for its collections from the school office.

In signing this agreement I agree:

- to pay £6 for a replacement locker key if my child loses his/her key.
- To the school confiscating my child's mobile phone if the rules are not adhered to and accept that the phone will only be returned to a parent in person from the main office during school hours.
- That school has no legal or financial responsibility for a lost or damaged phone on the way to or from school, or in school if my child does not abide by the agreement.

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

Parent signature: _____

FOR SCHOOL USE ONLY	
Key deposit paid. :	
Date:	

Appendix 2.



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 staffroom or car park.
- Do not take photos or recordings of pupils 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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