

## Mobile phone policy

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### 1. Introduction and aims

At Carr Hill High School we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents and staff, as well as the wider school community. While smart watches are allowed to be worn, their use as a smart device must comply with the principles in this policy.

Our policy aims to:

- Promote, and set an example for, safe and responsible mobile phone use
- Set clear guidelines for the use of mobile phones for students, staff, parents and volunteers
- Support the school's other policies, especially those related to safeguarding 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 Assistant Head for Pastoral & Behaviour is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

### 2.2 Governors

Governors approve 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, during contact time in class or while on duty. 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 and offices).

There may be circumstances in which it is 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
- Where there is need for 2 factor authentication for school systems that are necessary to deliver the curriculum
- 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 there is additional security on the phone on top of general phone access (eg fingerprint recognition for school email).

More detailed guidance on data protection can be found in the school's data protection policy.

### 3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or students, including connecting through social media and messaging apps. Social media security settings should be at the highest possible level.

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 is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

If staff have any concerns regarding the use of social media they should discuss this with the Headteacher.

### 3.5 Sanctions

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

## 4. Use of mobile phones by pupils

As a school we accept that the vast majority of students will have a phone with them but in school we expect mobile phones to be turned off and out of sight and they must not be used at any time except with the permission of staff. Such permission may be given for example when phones are used as part of a whole school survey or for individuals to contact home following an after school event. Mobile phones are not permitted to be used in school for a variety of reasons:

- Security – mobile phones can be lost or stolen causing students, parents/carers distress. Staff would need to use valuable time investigating an incident of lost/stolen phones
- Health and Safety issues – most phones have a camera facility. Inappropriate photographs e.g. P.E changing rooms could quickly be sent to the internet causing huge embarrassment to the victim
- Lessons could be disrupted by the inappropriate use of a phone
- All Exam Boards prohibit the carrying of phones into examination rooms due to the potential for fraudulent use
- Mobile phones can be a distraction in general

The arrangements for use of mobile phones on a school trip or visit will be determined on a case by case basis.

### 4.1 Confiscation

- Where a mobile phone is seen or heard without permission it will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- Confiscated mobile phones will be handed in to reception where they will be kept securely. The parent/carer will be contacted to arrange collection. On the first occasion in an academic year the phone will be available to collect by a parent/carer at the end of the same day. On the second occasion in an academic year the phone will be available to collect by a parent /carer at the end of the following day. On the third occasion the phone will be available to collect on the final day of the week the phone is confiscated.
- Where a student refuses to hand over a phone to be confiscated the teacher concerned will ask a member of SLT to place the student in internal exclusion until the phone is handed over.

## 4.2 Unacceptable Behaviours

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

Such behaviours will be dealt with according to the school's behaviour policy.

Staff do have the right to search a phone according to the following guidelines (Searching, Screening & Confiscation: Advice for Headteachers January 2018).

- Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so.
- They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.
- The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a "good reason" for examining or erasing the contents of an electronic device: In determining a 'good reason' to examine or erase the data or files the staff member should reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules. If an electronic device that is prohibited by the school rules has been seized and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence, they must give the device to the police as soon as it is reasonably practicable.
- Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police.
- If a staff member does not find any material that they suspect is evidence in relation to an offence, and decides not to give the device to the police, they can decide whether it is appropriate to delete any files or data from the device or to retain the device as evidence of a breach of school discipline. As good practice in school, any such decision must be made in consultation with a senior member of staff and actions must be recorded on Synergy.

### 4.3 Sexting/indecent images

If an incident of 'sexting' comes to the attention of a member of staff the following guidelines should be followed:

- Never view, download or share the imagery yourself, or ask a child to share or download – this is illegal.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL.
- Do not delete the imagery or ask the young person to delete it.
- Do not ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL.
- Do not share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- Do not say or do anything to blame or shame any young people involved.
- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSL.
- If a 'sexting' incident comes to your attention, report it to your DSL.

### 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 students or staff, 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
- Take photos or recordings of students, their work, or anything else which could identify a pupil

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 as this is encouraging them to break the school rule.

## 6. Loss, theft or damage

Students 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.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises (unless they have been confiscated) or transport, during school visits or trips, or while students are travelling to and from school. This will be re-enforced at transition events and, in regular Headteacher updates and by making this policy available on the website. 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 on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

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

This policy was approved in June 2022. To be reviewed in June 2024.

Mrs L Nulty  
Chair of Governors

Mrs R Leaper  
Chair of Behaviour, Attendance & Wellbeing Committee

## Appendix : Template mobile phone poster 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 students are present.
- Do not take photos or recordings of students (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with students

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.