

Mobile Phone Policy



Introduction

At Delph Side Primary School, the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school, and whilst with children, has been drawn up in the best interests of pupil safety and staff professionalism.

The school's Mobile Phone Policy operates on conjunction with other policies including those for Safeguarding and Child Protection, Behaviour Policy, Cyber Bullying, Social Media Policy, Staff Code of Conduct, Online Safety Policy and Artificial Intelligence Policy.

Use of Mobile Phones

Mobile phones can present a variety of challenges if not used appropriately. Smart phones can upload pictures onto cloud storage so even if you delete picture from phones memory, it's still stored on the cloud. They are valuable items that can be lost, stolen or damaged in the school environment and could also be considered as distracting or intrusive in a teaching or learning situation. However, staff and parents may equally have valid reasons why mobile phones should be readily available.

Guidelines for mobile phones are in line **with Keeping Children Safe in Education 2025** which recognises that most children are using data on their phones, on the 3G, 4G or 5G networks so we must ensure that children are not accessing the internet on personal devices when they're at school as this is **NOT** filtered and could lead to unsuitable content being viewed.

In order to balance the benefits of mobile phones alongside the possible issues, they can create, the school has a number of guidelines in place:

Staff:

- Staff are permitted to use mobile phones in school before the start of the school day, during break times, at lunch and after the school day has ended. **Use of phones must be limited to non-contact time when no children are present.**
- SLT and DSL are permitted to have mobile phones out in class, in case messaging between SLT and DSL is needed.
- Staff are responsible for the security of their own belongings, including mobile phones, and, on request, can store them securely in the school office. The school accepts no responsibility for the loss, theft or damage of such items.
- Phones **MUST** be kept out of sight (eg. drawer, handbag) when staff are with children.

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- Staff **MUST** ensure that mobile phones are in 'silent' mode or off during lessons to reduce the risk of disturbance or inconvenience to others.
- Mobile Phones **WILL NOT** be used during teaching periods unless permission has been given by a member of Senior Leadership Team in emergency circumstances, e.g acutely sick relative, awaiting a phone call for a medical appointment. **Staff must notify SLT in advance if emergency phone access is required during contact time.**
- Staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity.
- Staff to use the school phone or 3CX (Internet phone) where contact with pupils or parents/carers is required.
- Staff should not use personal devices such as mobile phones or cameras to take audio, images or videos of pupils and will only use work-provided equipment for this purpose.
- The Headteacher gives permission for herself, members of the Senior Leadership Team and teachers, to use their mobile phones when off site on residential, educational visits and sporting events in order to be able to post updates for parents on Facebook and Instagram. Photos are to be deleted off the device after the event and should ensure that they are not saved to any cloud storage. Consent forms to be completed and signed.
- The Senior Leadership Team are able to use their phone to take photos to post on Facebook, Instagram and X (Twitter) for promotional purposes. Photos are to be deleted off the device after the event and should ensure that they are not saved to any cloud storage.
- Staff must ensure that any images posted to social media are in line with consent procedures and do not include children whose parents have opted out. Images must be checked against the permissions list before posting.
- Breaches of the Mobile Phone Policy will be addressed through staff disciplinary procedures and may result in restricted access to personal devices on site. All staff are expected to model safe and appropriate use of mobile technology in line with safeguarding expectations.

Pupils:

- Children are not permitted to have mobile phones in school.
- If absolutely necessary for a pupil to bring a mobile phone to school, then pupil's mobile phones will be kept in the school office.
- Children must complete a mobile phone consent form.
- If a child has to bring their mobile phone to school they must
 - Switch their mobile off at the bottom of the gate, when entering the school grounds, and put the mobile in their bag immediately.

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- Hand their device to the school office(ensuring it is switched off).
 - The phone must be locked away for the duration of the day (the school does not accept responsibility for this device).
 - Collect their phone at the end of the day and must ensure that no phone is switched on whilst on the school premises.
 - Use of social media, text messages or the Internet is not permitted on school grounds.
- If a pupil breaches the school policy, then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.
 - Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences
 - Any suspicious use of mobile phones and / or cameras, report to Mrs Ormerod, Mr Fyne or Mrs Burton
 - Pupils are not permitted to have mobile phones on educational visits or residential.

Parents, Visitors and Volunteers:

All visitors, volunteers, and parents attending school events or entering the premises will be reminded of the Mobile Phone Policy during sign-in. They must refrain from using mobile phones or cameras around pupils unless explicitly permitted by staff for specific purposes.

- Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fair and of their own children.
- Use of phones must be limited to non-contact time when no children are present.
- Personal cameras and mobile phone cameras should not be used to take pictures of children.
- If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school iPad.
- Parents will be allowed to take photographs at school events, eg Nativity performances, graduation, but will be reminded that they should only share photos of their child on Social Media, and not any other children.

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The Misuse of Mobile Phones

Mobile phones are one potential source of cyber bullying. The issue of cyber bullying is discussed with the children as part of our Online Safety lessons, using Project Evolve, and in our Jigsaw(PSHE curriculum). Any concerns about cyberbullying or inappropriate content should be logged on CPOMS and reported to the Designated Safeguarding Lead (DSL).

The school reserves the right to confiscate a phone or device if there is good reason to believe that it is being used to contravene the school's behaviour policy. In the event of such action being required the head teacher or a member of the Senior Leadership Team would be informed and involved in the process and parents would be informed of the reasons for the action.

The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.

Staff are asked to be vigilant in monitoring visitors for any covert use of mobile phones or cameras and to report any concerns to the head teacher.

Other mobile devices

School use of mobile devices, including laptops, tablets, mobile phones, cameras is becoming more commonplace. Whilst these can provide a flexible solution and offer a range of exciting opportunities to extend children's learning, their use poses challenges in terms of online safety. Many of these devices integrate functionality to take images, access the Internet and engage users in various methods of external communication.

The rules for mobile phone use in school apply to all other mobile devices.

Smart devices with voice assistants (e.g. Siri, Alexa, Google Assistant) must have voice activation features disabled during school hours to prevent unintended recording or data transmission. Staff and pupils must not use these features while on school premises.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe



Appendix A – Mobile Phone Parent Letter

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis they will need to adhere to the following rules. He/she will be asked to sign a consent form at the office.

- Your child needs to switch their mobile off at the bottom of the gate, when entering the school grounds and put the mobile in their bag immediately.
- Hand their device to the school office(ensuring it is switched off).
- The phone must be locked away for the duration of the day (the school bears no responsibility for loss or damage to a mobile phone).
- Collect their phone at the end of the day and must ensure that no phone is switched on whilst on the school premises.
- **The sending of text messages, use of Social Media or the Internet is not permitted on school grounds.**

If a pupil breaches the school policy, then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.

Please remind your child about protecting their phone numbers by only giving them to trusted friends and family members. During Online Safety lessons they will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences

Thank you.

Yours sincerely

Mr Fyne
Assistant Headteacher



Appendix B – Pupil Mobile Phone Consent form

Name: _____

Class: _____

- I will follow the rules in the mobile phone policy if I bring my phone into school.
- I understand that if I break these rules then my phone will be confiscated and put in the school office. It will then be passed to parents at the end of the day.

Signed: _____ Date: _____

Rules for using mobile phones.

- **Switch mobile off at the gate before coming onto school grounds and put it in your bag.**
- **Hand the phone to the office making sure it is switched off.**
- **Collect phone at the end of the day.**
- **Do not switch on the phone on the school grounds.**
- **Use of social media, text messages or the Internet is not permitted on school grounds.**



Appendix C – Senior Leadership Consent Form

Name: _____

Position: _____

I have read the mobile phone policy and understand the rules regarding the use of personal mobile phones. (see below)

- *The Headteacher gives permission for herself and members of the Senior Leadership Team to use their mobile phones when off site on residentials, educational visits and sporting events in order to be able to post updates for parents on Facebook, Instagram and Seesaw. Photos are to be deleted off the device after the event and should ensure that they are not saved to any cloud storage. Consent forms to be completed and signed.*

I understand that if my phone is used to post updates on Facebook/Instagram/Seesaw then the photos will be deleted off the phone once Facebook has been updated.

I confirm that I am not using any cloud-based storage for my photos and that once photos are deleted they are not stored either on the phone or in the cloud.

Signed: _____

Date: _____

Headteacher Signature (confirming permission to the adult above)

Liz Ormerod



Appendix D – Staff Declaration Consent Form

Name: _____

Position: _____

I have read the mobile phone policy and understand the rules regarding the use of personal mobile phones. (see below)

- *The Headteacher gives for staff to use their mobile phones when off site on residentials, educational visits and sporting events in order to be able to post updates for parents on Facebook/Instagram/Seesaw. Photos are to be deleted off the device after the event and should ensure that they are not saved to any cloud storage. Consent forms to be completed and signed.*

I understand that if my phone is used to post updates on Facebook then the photos will be deleted off the phone once Facebook has been updated.

I confirm that I am not using any cloud-based storage for my photos and that once photos are deleted they are not stored either on the phone or in the cloud.

Signed: _____

Date: _____

Headteacher Signature (confirming permission to the adult above)

Liz Ormerod