

# Mobile Phone Policy

**2023 - 2024**



Person responsible for the Policy:	Headteacher and DSL
Approved by/date:	
Date Reviewed	October 2023
Date of Next Review	September 2024



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## **1. 1. Introduction and Aims**

At RLA, we recognise that mobile phones, including smart technologies eg phones and smart watches are a vital 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 and smart watches for pupils, staff, parents and volunteers
- Support RLA's other policies, especially those related to child protection, safeguarding and behaviour

This policy aims to address some challenges posed by mobile phones and smart technology eg watches in school, eg:

- 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.**

## **3. 2. Policy Monitoring and Review**

RLA is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, RLA will take into account: Feedback from parents and pupils; feedback from staff; records of behaviour and safeguarding incidents and relevant advice from the Department for Education, the local authority or other relevant organisations

## **5. 3. Roles and Responsibilities**

### **3.1 Staff**

Staff (including visitors, contractors, volunteers 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.

Our DSL is responsible for monitoring the policy, reviewing it and holding staff and pupils accountable for its implementation.

## **6. 4. Use of Mobile Phones by Staff**

### **7. 4.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone engaged by RLA) are not permitted to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones is restricted to non

contact time, and to areas of RLA where pupils are not present (e.g. the staff room). There may be circumstances when 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, staff can use the school office number [01253763414] as a point of emergency contact.

#### **4.2 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. See our Business Lead for our data protection policy or ICT acceptable use policy.

#### **4.3 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 images of pupils, their work, or anything which could identify a pupil. If it's necessary to take images as part of a SLT-approved activity, this must be done using RLA equipment.

#### **4.4 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:

- Completing 2 step verification

When supervising visits, including residential, staff must use a work mobile. If a work mobile is unable to communicate with RLA, parents or carers, staff are permitted to use their own personal phone, once they have informed a colleague. 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 phone to take images of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents or carers, unless in an absolute emergency. If necessary, contact must be made via the school office.
- In exceptional circumstances, should it be necessary to phone a parent or carer, staff are advised to use the prefix 141 before dialling the recipient's number to ensure their own number is protected.

#### **4.5 Work phones**

Some members of staff are provided with a RLA mobile phone for work purposes. Only such staff are permitted to use RLA 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.

#### **4.6 Sanctions**

Staff who fail to adhere to this policy may face disciplinary action. See RLA's Staff Disciplinary policy for more information.

## **8. 5. Use of Mobile Phones and Smart Watches by Pupils**

Pupils must adhere to RLA's Mobile Phone Acceptable Use Agreement (see appendix 1) or be prevented use. If pupils are authorised to bring a mobile to school by the relevant leader and the class teacher, the pupil must hand their phone to the teacher for safe-keeping. The phone is returned to the pupil at the end of the day. Normal authorisation for pupils to bring their mobile phone to school is for travelling to school by themselves (Years 5 and 6 only) or for young carers who need to be contactable.

Smart technologies, such as watches with camera facilities and independent access to the internet, must be switched off and handed in to the class teacher at the beginning of the day. Smart watches without independent connectivity and cameras may be worn providing they are used as normal watches and for no other function beyond telling the time.

### **5.1 Sanctions**

If a pupil does not adhere to these conditions, they will not be permitted to bring their device to school. Parents and carers must then use the school office number for emergency contact.

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 staff 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.

Searches will be completed with a member of the Safeguarding and Engagement Team. Parents and Police will be contacted if there is suspicion of illegal activity on the phone. Staff must not view the phone. Certain types of conduct, bullying or harassment can be classified as criminal conduct. RLA takes such conduct extremely seriously and 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 communications aimed at a person because of their ethnicity, religious beliefs or sexual orientation.

## **9. 6. Use of Mobile Technologies eg Phones, watches by Parents, Carers, 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, 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 technologies eg phone, watch use when they sign in at our main office or attend a public event at school.

Parents or volunteers supporting the supervision of 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/volunteers supporting trips are also responsible for enforcing RLA's policy for pupils using their phones.

Parents must use our school office as the first point of contact if they need to contact their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

#### **10. 7. Loss, Theft or Damage**

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use with the class teacher. Pupils must secure their phones with 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.

RLA accepts no responsibility for lost, damaged or stolen phones on RLA premises or transport, during visits or trips, or while pupils are travelling to and from school. RLA informs parents and carers and pupils of this by:

- Put signs up in the school foyer or office and display this policy on our website
- Include disclaimers in your permission forms for bringing a phone to school

If RLA has to confiscate a phone from pupils for conduct in breach of this policy, the phone becomes the property of RLA whilst it is stored in RLA's safe until collected by a responsible adult or the Police.

Lost phones should be returned to our school office. We will then attempt to contact the owner.

### **8. Appendix 1 : Mobile Technologies eg Phone Acceptable use Agreement for pupils.**

#### **11.**

#### **Mobile Technologies eg Phone and Watch Acceptable Use Agreement**

Mobile technologies such as phones and smart watches must be handed in at the start of the school day to the class teacher for safe-keeping. This will be stored securely and returned to the pupil at the end of the day.

You must fully agree to the following rules if you bring your mobile phone or watch etc to school:

1. You may not use your mobile phone or smart watch during lessons.
2. Phones and smart watches must be switched off (not just put on 'silent') before handing in to the teacher.
3. You may not use your mobile phone or smart watch in the toilets or changing rooms. This is to protect and respect the safety, privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils in or out of school times, 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, watch etc 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 mobile technology eg 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 technologies eg phone, watch etc even when you aren't in school.
  10. Don't use vulgar, obscene or derogatory language while on your mobile technology or when using social media. This language is not permitted under our Behaviour Policy.
  11. Don't use your mobile technology eg phone to view or share personal or harmful content.
  12. You must comply with a request by a member of staff to switch off, or turn over, a phone, smart watch etc. Refusal to comply is a breach of RLA's Mobile Phone policy and will be dealt with accordingly.
  13. You are strongly advised not to use your phone whilst walking to and from RLA nor when you are walking alongside roads and highways. Children who are distracted by using their mobile technologies eg phone, watch can have reduced general safety awareness and concentration and be at greater risk of a road traffic incident and/or injury if not paying attention.