

Mobile Phones and Personal Technology Policy



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Sandylands

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1 Introduction

At Sandylands we recognise that mobile phones and similar devices, including smartphones, smart watches etc. are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone and technology use
- Set clear guidelines for the use of mobile phones and technology for pupils, staff, parents/carers, visitors 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices including personal technology.

2 Relevant Guidance

- [Mobile Phones in Schools](#)
- [Behaviour in Schools](#)
- [Keeping Children Safe in Education](#)
- [Searching, Screening and Confiscation in Schools](#)

Linked policies:

- Safeguarding and Child Protection
- Online Safety
- Use of Social Media
- GDPR and Data Protection
- Acceptable Use
- Staff Code of Conduct
- Positive Behaviour Policy

3 Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 Designated Safeguarding Lead (Penny Lupton) is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

4 Use of Mobiles Phones and Technology by Staff

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone or technology, 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 staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal or medical reasons. 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, 01524 410286, as a point of emergency contact.

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips*
- Supervising residential visits*

*This would be in emergency only as a school mobile is provided for all school trips/residentials.

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 that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office, or school mobile phone

Where staff do have use of a school mobile phone or technology, this will be authorised by the headteacher. Only employed members of staff with authorization are permitted to use these mobile phones and technology.

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

Data Protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

Safeguarding

Staff must not give their personal contact details to parents/carers 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/carers or pupils.

Staff must not use their personal mobile phones or technology to take photographs or recordings of pupils, their work or anything else that 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.

Whilst on school premises, staff must not use mobile data to access the internet and will be able to access the school wifi.

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

5 Use of Mobiles Phones and Technology by Pupils

We are a mobile phone free school. This includes other personal technology

such as smart watches, smart glasses, tablets and persona games consoles.

On entry to school, we expect those children who have permission to bring their technology, to hand this in to their class teacher. This will then be stored securely for the entirety of the school day in a mobile phone locker.

We understand that there may be some instances where a child needs to bring a mobile phone to school. For example:

- Pupils travelling to school by themselves
- Young carers who need to be contactable
- Pupils with diabetes who use their phones to monitor their blood sugar

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact headteacher, Penny Lupton. If needed, this would then be written up in an exemption plan shared with relevant staff.

Sanctions

Where a pupil has breached this policy, mobile phones and technology will be confiscated. This will then be returned at the end of the day. Confiscation will be overseen by a member of the Senior Leadership Team and it will be at their discretion if there is a repeat breach, if an adult caring for the child needs to collect the mobile phone, instead of the child. A pupil may also be subject to the sanctions in the Positive Behaviour Policy.

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the Safeguarding and Child Protection Policy

6 Use of Mobiles Phones and Technology by Parents, Carers and Visitors

Parents/carers, 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 at 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/carers, 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/carers 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 their personal mobile during the school day.

Induction

Use of mobile phones and similar devices 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 staffroom or off the premises

- Do not take photos or recordings of pupils (unless it is your own child), 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.

7 Loss, Theft or Damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use. Staff must ensure there is parental permission for each child bringing in personal mobile phones and technology.

Pupils must secure their mobile 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.

Confiscated phones will be stored in the allocated locked cabinet for that year group.

Lost phones should be returned to main school office. The school will then attempt to contact the owner

Appendix 1
Permission Slip

Pupil Details	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

Parent/carer's request to allow _____ to bring their mobile phone to school because they:

- ☐ Travel to and from school alone
- ☐ Are a young carer
- ☐ Need the phone to support their medical needs
- ☐ Stay at different addresses during the week (e.g. separated parents)
- ☐ Other (please detail below)

Please state the days this would be the case:

Monday	Tuesday	Wednesday	Thursday	Friday

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

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____