



The Federation of St Elphege's and Regina Coeli Catholic Schools



Mobile Phone Policy

Scope:		Federation
Date Adopted:		09/02/17
This Review:		Autumn 2024
Next Review:		Autumn Term 2025
Approved	EHT:	
	Governor:	S Morris
		Annually, or when regulations change
		Health, Safety and Welfare



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Mobile Phone Policy

INTRODUCTION

The Governors and Senior Leadership Team of The Federation of St Elphege's and Regina Coeli Catholic Schools recognise that the use of mobile phones is part of everyday life. However, there are limits to the use of mobile phones during working hours and on the school premises. This policy outlines the expectations surrounding staff / volunteer / pupil use of mobile phones and how mobile phone use will be managed.

For all adults, this policy should be read in conjunction with the Data Protection Policy, Data Retention Policy, Internet Safety Policy, Safeguarding and Child Protection Policy and Procedures, Staff Code of Conduct and the Acceptable User Agreement.

For children, this policy should be applied in line with the Children's e-Safety Charter, Internet Safety Policy, Home-School Agreement, Positive Behaviour Policy, Anti-Bullying Policy and the Safeguarding and Child Protection Policy and Procedures.

SCOPE OF THE POLICY

The relevant sections of this policy apply to:

- All pupils
- All staff

The use of the term 'Staff' in this policy includes all staff members, volunteers, student teachers, helpers, work experience placements and contractors

The policy applies to all aspects of service for which a mobile phone can be used, for example: Phone calls; messaging (including text messaging); internet access; accepting / sending / receiving all forms of electronic data; video & imaging; playing media.

RESPONSIBILITIES

Senior Management Team:

- Must lead by example and adhere to the policy
- Ensure that staff are made aware of and adhere to the policy
- Work with their staff to clarify any doubt that may exist in relation to their mobile phone use.

All Staff:

- Must adhere to the guidelines within this policy
- Must encourage colleagues to adhere to this policy
- Have a responsibility to report to SLT any breach of this policy

All Pupils:

- Must adhere to the relevant sections of this policy.

PUPILS

The Federation of St Elphege's and Regina Coeli Catholic Schools recognise the need for some pupils who travel to and from school alone to carry a mobile phone in case of emergency, to check public transport times, so their parents or carers can track their journey or to activate / deactivate house alarm systems, amongst other legitimate purposes.

Other than in very exceptional circumstances, children whose parents have considered them ready for this level of independence and responsibility will be in UKS2: Years 5 and 6.

Children in Years 5 and 6 who have a legitimate need to bring a smart phone to school may do so on the following conditions:

- Their parents have signed the 'UKS2 Smart Phone Agreement Form'
- Phones will be collected at the start of the day, stored by school staff and returned at the end of the day.
- Pupils will not be permitted to use their phone during the school day and it must be switched off during school hours.
- Phones are used only for legitimate purposes before and after school and on their journey to and from school, in keeping with the scope of the Internet Safety Policy.
- The Federation of St Elphege's and Regina Coeli Catholic Schools accept no liability for loss or damage to any mobile phone which is brought into school by a pupil and / or subsequently held by the school.

Smart phones that are brought into school without parental / carer and school agreement will be held by the school until such a time as a parent or carer is available to collect the phone.

In signing the UKS2 Smart Phone Agreement Form, parents and carers agree to the following:

- To check the child's phone regularly for inappropriate apps, messages or media
- To ensure the phone is set up with appropriate parental controls
- To support the school in ensuring that pupils use their phone safely, responsibly and legally
- That permission to bring a phone to school will be withdrawn if their child is found to have misused their phone at any point during or outside of school hours.

The schools do not consider it appropriate for pupils to bring other 'Smart' devices to school, for example Smart Watches. The only exception to this is where the device is listed on a Health Care Plan to support in managing a medical condition. In these instances, the arrangements for the device's safe use in school will be discussed in detail and recorded during the Health Care Planning Meeting.

Children in all other year groups should not bring a mobile phone to school, unless it supports the use of a smart device, as detailed above.

Breaches to the conditions detailed above or incidents involving pupils' inappropriate use of a mobile phone will be considered on a case-by-case basis and addressed through the relevant policy (Children's e-Safety Charter, Internet Safety Policy, Home-School Agreement, Positive Behaviour Policy, Anti-Bullying Policy and the Safeguarding and Child Protection Policy and Procedures).

STAFF - INCLUDING, VOLUNTEER / CONTRACTOR

Personal Use

Mobile telephones must not be used for personal reasons during face-to-face teaching time, other than in exceptional circumstances. Staff must not make or receive personal calls or texts when supervising children. Phone calls and messaging services must not disrupt an employee's ability to undertake their duties and responsibilities and / or must not adversely impact on the work of colleagues. Ring tones / message alerts / alarms must be set to quiet / vibrate. Personal use of mobile phones must not impact on staff attendance at meetings or training. Phone calls / messages may be made during official break periods in areas of the school designated for staff use.

If a concern regarding a staff member's personal use of a mobile phone whilst at work becomes apparent, the employee may be instructed, by their line manager, that their mobile phone will be required to be switched off or switched to voicemail, call diversion or a messaging service during working hours. Should such an instruction be made, only in exceptional circumstances will the employee be able to request that their mobile remains switched on, e.g. where a member of the employee's family or their child's school may need to contact the employee urgently. For all other purposes, the school's number should be provided for contact use.

Any instances of covert recording whilst in the workplace or whilst conducting school business will be addressed under Staff Disciplinary Policy and Procedures.

School Use

At times, it may be necessary for staff to use their mobile phone to contact other members of school staff whilst in school or on school business. Such communications must be used sparingly and only when necessary. It must also be noted that certain staff members may not wish to be contacted on their personal mobile phone by other staff members; if a staff member indicates that they do not wish to be contacted by other staff members on their personal mobile, their wishes must be respected.

Whilst it is accepted that some staff members use their mobile phones to access school based email systems, these accounts and devices must remain password protected at all times. If used to access school-based email systems, staff personal devices must have the lock and pin facility enabled and auto-lock set at 30 seconds or less.

The loss or theft of any personal device which contains information in relation to school business, pupils or staff must be reported as a data breach to the SLT / DPO and will be dealt with under the procedures set out in the Data Protection Policy. This may include the staff member concerned making a report to the ICO.

It is not acceptable for staff members or volunteers to use their personal devices to capture images, video or audio recordings of pupils. Images, videos or audio recordings of other staff members on personal devices must only be made with the staff member's explicit consent.

The electronic transfer of images, videos and audio recordings from school owned devices which feature pupils must only be made between school-licensed mail services; under no circumstances should a personal instant messaging service be used. Staff must be acutely aware of device settings with regard to automatic upload to cloud based or social media services. If a staff member becomes aware that a school owned device is set-up to automatically upload images or videos to an external service, this service must be disabled and a member of the SLT / DPO must be notified immediately.

It is not acceptable for staff members to use their personal mobile phones to communicate with parents of pupils in the school regarding school business. The only exception to this is in emergency situations where it is not possible for a staff member to gain access to a school landline.

On no account are staff members permitted to use their personal mobile phone to contact pupils in the school. Further to this, pupils must never be given access to or be shown images, video, messages or apps of any type on a staff member's personal phone. It is accepted that a staff member may wish to play music from their mobile phone to enhance the children's learning experience but any music played must be properly checked for its appropriateness prior to use. If there is any doubt about the appropriateness of a piece of music, staff members must seek guidance from a member of the SLT.

School Owned Mobile Phones

The Federation have a number of school-owned mobile phones which are dedicated explicitly for use in connection with the business of the school. Staff members should demonstrate the same regard for professionalism and appropriate conduct as would be expected of them when communicating via other formal school channels, such as letter, email, or telephone calls using the school landline or when using school-owned devices and IT systems. Staff must use predictive text with caution and understand the potential implications of a word being incorrectly changed.

Staff breaches to the conditions detailed in this policy will be considered on a case-by-case basis and addressed through the relevant policy (Whistleblowing Policy, Internet Safety Policy, Safeguarding and Child Protection Policy and Procedures, Staff Code of Conduct, Data Management Policy and Grievance & Disciplinary Policy and procedures).



UKS2 Smart Phone Agreement Form

In line with the St. Elphege's Mobile Phone Policy, pupils in Upper Key Stage 2 (Years 5 and 6) can bring their Smartphone to school under the following conditions:

- Phones will be collected at the start of the day, stored by school staff and returned at the end of the day.
- Pupils will not be permitted to use their phone during the school day and it must be switched off during school hours.
- Phones are used only for legitimate purposes before and after school and on their journey to and from school, in keeping with the scope of the Internet Safety Policy.
- The Federation of St Elphege's and Regina Coeli Catholic Schools accept no liability for loss or damage to any mobile phone which is brought into school by a pupil and / or subsequently held by the school.

Smart phones that are brought into school without parental / carer and school agreement will be held by the school until such a time as a parent or carer is available to collect the phone.

In signing the UKS2 Smart Phone Agreement Form, parents and carers agree to the following:

- To check the child's phone regularly for inappropriate apps, messages or media
- To ensure the phone is set up with appropriate parental controls
- To support the school in ensuring that pupils use their phone safely, responsibly and legally
- That permission to bring a phone to school will be withdrawn if their child is found to have misused their phone at any point during or outside of school hours.

The schools do not consider it appropriate for pupils to bring other 'Smart' devices to school, for example Smart Watches. The only exception to this is where the device is listed on a Health Care Plan to support in managing a medical condition. In these instances, the arrangements for the device's safe use in school will be discussed in detail and recorded during the Health Care Planning Meeting.

By signing below, you are agreeing to the terms stated above.

Pupil Name:

Parent/Carer Name:

Parent/Carer Signature:

Date: