



St. Joseph's Catholic Academy



Mobile Phone & Smart Devices Policy (Adults)

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Bishop Chadwick
Catholic Education Trust

Policy details

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1. Introduction and Aims

At St Joseph's Catholic Academy, we recognise that mobile phones and smart tech devices are part of everyday life for some of our pupils, parents/carers and staff, as well as the wider school community.

In this policy references to smart devices refers to mobile phones and any other technology with internet enabled features or apps and other functionality such as the ability to send and/or receive notifications or messages via mobile phone networks, the ability to record audio and/or video or the ability to stream services. This may include but not be limited to smartphones, tablet devices, smart watches, media players, portable gaming consoles, smart glasses and tracking devices.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers.
- Support the school and trust's other policies, especially those related to safeguarding, behaviour, ICT and code of conduct for all adults.

This policy also aims to address some of the challenges posed by mobile phones and smart devices 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

All staff (including teachers, support staff, governors 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 headteacher is responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of Mobile Phones & Smart Devices by Staff

3.1 Personal mobile phones and smart devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phones and/or smart devices, while children are present.

Use of personal mobile phones and smart devices must be restricted to times when staff are non-pupil facing during non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There are circumstances when staff members would make or receive work related phone calls or messages. These circumstances would only apply to a small number of staff, such as the site team, trust central team & those in the senior leadership team, who should endeavour to engage in these calls away from children.

There may be circumstances in which it is appropriate for a member of staff to have use of their mobile phone and/or smart device during contact time. For instance:

- PE staff working outside of the WIFI range
- 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, school staff can use the school office number as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones and/or smart devices to process personal data linked to the school, 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).

Staff should ensure that where they have school emails or other school-based apps that they are biometrically or password protected. Staff should ensure they have read and understood the trust's Acceptable Use policy and the Data Protection policy.

3.3 Safeguarding

Staff must refrain from giving 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.

For further information, staff should ensure they have read and understood the trust's Acceptable Use policy, Code of Conduct and the school's Safeguarding policy.

Staff must not use their personal mobile phones and/or smart devices to take photographs or make recordings of pupils, or anything else which 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.

Staff are allowed to connect their personal mobile phones and smart devices to the school's Staff Wi-Fi network. This network has appropriate levels of internet filtering and is monitored in the same manner as all school devices. The use of the internet on personal mobile phones and/or smart devices must be restricted to times when staff are not pupil facing during their non-contact time, and to areas of the school where pupils are not present

3.4 Using personal mobile phones and smart devices for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones and/or smart devices for work.

Such circumstances may include, but aren't limited to:

- Emergency situations occurring out of range of the school Wi-Fi (e.g. PE lessons or lunch duty)
- Safeguarding
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Medical emergencies e.g. contacting 999
- Personal medical use as part of their school risk assessment
- Personal adaptations e.g. hearing impairments
- School lockdown situations
- Unforeseen situations where a child absconds from the school site

In these circumstances, staff will:

- Use school equipment such as the trip phone if possible.
- Use their mobile phones and/or smart devices in an appropriate and professional manner, in line with our Code of Conduct for All Adults.
- Not use their mobile phones and/or smart devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil.

If a work-related call is made to a parent/carer without first turning off caller ID then the safeguarding lead should be notified as soon as possible.

3.5 Work mobile phones and/or smart devices

Some members of staff are provided with a mobile phone and/or smart devices by the trust or school for work purposes.

Only authorised staff are permitted to use work mobile phones and/or smart devices, and access to these devices 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

- Only use smart devices for work purposes, including sending/receiving emails or other communications, viewing and editing documents, or using the internet.
- Only take photos or recording as part of a lesson/school trip/activity on a school device
- Ensure that communication or conduct linked to the device is always appropriate and professional, in line with our Code of Conduct for All Adults.

3.6 Sanctions

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

4. Use of Mobile Phones & Smart Devices by Parents / Carers, Volunteers or Visitors

Parents/carers, visitors and volunteers (including Members, trustees, advisory body members and contractors) must adhere to this policy.

This means:

- Mobile phones and/or smart devices are switched off while on the school site during typical school hours.
- Mobile phones and/or smart devices are not visible while on the school site during typical school hours.
- Not taking pictures or recordings of pupils at public events e.g. sports events, school shows and awards evening.

Parents/carers, visitors and volunteers will be informed of the rules for mobile phones and/or smart device use when they sign in at reception or attend a public event at school.

A summary of our mobile phone and smart devices rules are displayed in the school's reception area.

5. Loss, Theft or Damage

Staff and visitors must secure their mobile phones and/or smart devices as much as possible, including using biometrics, passwords or pin codes to prevent access to the device's functions.

The school/trust accepts no responsibility for mobile phones and smart devices that are lost, damaged or stolen on school premises.

Appendix A: Mobile Phone Information for Visitors

St. Joseph's Catholic Academy



Mobile phones and Smart devices: Our rules



Please turn off your phone and ensure it is not visible while you are on the school site



Do not use mobile phones or other smart devices where students are present. If you must use your phone, you may go to the school reception area.



Do not take photos or recordings of pupils or staff



A full copy of our mobile phone policy is available from our website.

The trust and school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school premises or transport, during school visits or trip, or while pupils are travelling to and from school.



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