



## Thrunscoc Primary and Nursery Academy

# Mobile Phone Policy

<b>Approved by:</b>	Resources Committee of the Governing Body	<b>Date:</b> 7 <sup>th</sup> November 2024
<b>Last reviewed on:</b>	October 2024	
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## 1. Introduction and aims

At Thrunscoe Primary and Nursery Academy we recognise that mobile phones, including smart phones, are an important 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 for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to safeguarding & child protection, behaviour anti-bullying, GDPR, 'Bring your own device' and 'Walking home'

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

## 2. Roles and responsibilities

### 2.1 Staff

All staff (including teachers, support staff, 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 every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

## 3. Use of mobile phones by staff

### 3.1 Using mobile phones for personal purposes

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present / during contact time. 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 staff room).

There may be circumstances in which 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, school staff can use the school office number, 01472 320781, as a point of emergency contact.

### 3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

More detailed guidance can be seen in the following policies:

- Bring your own device
- Data Protection

- Staff code of conduct

### 3.3 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 photographs or recordings of pupils, their work, 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 can use own mobiles to access email, notifications via T2P text, from CPOMS and Scholar Pack but this must be done out of view of pupils (ie staff room / empty rooms). Staff will not access this through the academy internet as they have Academy devices when onsite that can access such programmes. Please refer to 'Bring own Device' Policy for greater detail

### 3.4 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:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Receiving text notifications via the academy's T2P text system
- When required for 2-factor identification for educational websites

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Use their mobile phones away from pupils.
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

### 3.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

## 4. Use of mobile phones by pupils

It is important that our academy, with our governors, take a clear decision on our response to pupils bringing mobile phones into the academy and that this is made clear to both pupils and parents.

At our academy:

- Nursery to Year 4 pupils are forbidden from bringing a personal mobile phone to the academy. If a child, in these year groups, brings a phone to the academy the agreed procedure is that this will be handed over to a member of staff who will send it to the office for safe keeping during the day. This can then be collected at the end of the day from the office by a parent. \*\*
- Parents will be informed that the academy **will not** be held responsible for the security of a mobile phone brought into the academy.

- Pupils in Year 5 and 6 are permitted to bring a mobile phone to the academy, to support safety issues if they come to the academy independently or on a case by case basis agreed with the academy at the request of their parent/carer.
- All mobile phones should be named and handed into the class teacher at the beginning of the day who will keep it in a cupboard/drawer out of sight/reach of pupils and collected at the end of the day.

If parents want their child to bring a phone it is on the understanding that they agree with the following limitations on use, namely:

- Mobile phones must be switched off at all times during the school day, including break and lunchtimes, and remain switched off whilst pupils are on academy premises.
- It is not permitted to film, photograph anyone on academy grounds.
- The phone will be kept in the classroom out of pupils' reach, e.g. a secure drawer or cupboard
- The academy does not accept responsibility for the security of a mobile phone brought into the academy.

**\*\* Exceptions will be made for pupils to support safety issues, if a child comes to school independently at the request of their parent/carer; when a mobile phone device is required to support medical needs such as diabetes and/or any other case by case basis agreed with the academy.**

**We will also confiscate any item detrimental to academy discipline. These items will be returned to pupils after discussion with senior leaders and parents, if required (see 'Confiscation and Searches Policy')**

#### 4.1 Sanctions

- Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#).
- 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 you 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.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct 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 calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Refer to 'Confiscation and Searches Policy' and 'Safeguarding and Child Protection Policy' for more detail

## 5. Use of mobile phones by parents, 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 (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, 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 (placed on INVENTORY signing in screen)

Parents or volunteers supervising 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 or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents 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 his/her personal mobile during the school day.

## 6. Loss, theft or damage

- Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.
- Pupils must secure their 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 Academy main office in a locked office drawer where staff are present / if offsite then the phone should be kept on the Leader's person in a secure bag or pocket.
- Lost phones should be returned to the Academy main office. The Academy will then attempt to contact the owner.

## 7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

## Appendix 1: [Code of conduct/acceptable use agreement] for pupils

### [Code of conduct/acceptable use agreement]

You must obey the following rules if you have permission from the academy to bring a mobile phone to the Academy

1. You must hand in your phone to your staff class lead.
2. You may not use your mobile phone during lessons.
3. Phones must be switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of Academy staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's passwords or access codes with anyone else.
8. Don't use your mobile phone 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
9. Don't use your phone to send or receive anything that may be criminal.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in the Academy.
11. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the Academy's behaviour policy.
12. Don't use your phone to view or share harmful content.

## Appendix 2: Permission form allowing a pupil to bring their phone to school

### **PART A (to be completed by Parent / Carers) – Please return to the Academy once Part A is completed**

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent(s) name(s):</b>	
<b>Reason for mobile to be brought to school</b>	

***By signing below you confirm that you and your child have read the 'Mobile Phone Code of conduct' and agree to abide by the rules set out.***

Parent signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_

### **PART B – to be completed by the Academy**

The Academy has agreed to allow \_\_\_\_\_ to bring his/her mobile phone to school because he/she:

*Academy Highlight as appropriate*

- Travels to and from school alone
- Is a young carer
- Needs a mobile phone to support medical needs such as diabetes and/or any other case by case basis agreed with the academy.

Pupils who bring a mobile phone to the Academy must abide by the Academy's policy on the use of mobile phones, and its code of conduct (attached)

The Academy reserves the right to revoke permission if pupils don't abide by the policy.

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

### **Appendix 3: Template mobile phone information slip for visitors**

Print out copies of this slip to give to visitors when they arrive at the Academy.

#### **Use of mobile phones in our school**

- Please keep your mobile phone on silent/vibrate while on the Academy grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staff room or outside of the Academy grounds
- 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 Academy grounds.

A full copy of our mobile phone policy is available from the Academy office.

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