



# **Mobile Phone Policy**

## **2020-2022**

This policy is reviewed every two years and was agreed by the Governing Body of Chellaston Junior School in Summer 2020 **and will be reviewed again in Summer 2022**

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

***Non-Statutory Policy***

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## 1. Introduction and aims

At Chellaston Junior School, 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 child protection, e-safety (and acceptable use) 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

## 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 Head teacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

### 2.2 Governors

Governors are responsible for ratifying the policy presented to them by the Head teacher

## 3. Use of mobile phones by staff

### 3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while teaching or working directly with the children. 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 or specific office and staff workspaces).

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 Head teacher 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 01332 710460 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 on data protection can be found in the school's data protection policy and ICT acceptable use policy.

### **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 are permitted to communicate with parents through Class Dojo if they are provided with login details.

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.

The only exception to the above is where teachers are using Class Dojo to share images with parents (bearing in mind photo permissions). The photo or video must be taken, uploaded and then deleted immediately from the phone.

Staff can use phones to access the internet for checking and responding to emails, accessing the website, Sharepoint and other work-based online spaces.

### **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
- In the event of a school closure (like the Coronavirus closure in 2020) teachers may, in unusual circumstances, need to contact parents outside of the school building and so personal mobile phone will need to be used. If this is the case, staff must refer to the bullet points below

In the circumstances above, in which staff use their own phones, they 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 which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office. If it is an emergency, staff should prefix the number to be called with 141.

### 3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes (e.g. learning mentor and Zone Manager).

Only authorised staff are permitted to use school 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.

### 3.6 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

There are very rare circumstances in which pupils of a primary school age would need to have a mobile phone. On school days, this might be when they are:

- Travelling to school (or breakfast/after-school) by themselves
- Young carers who need to be contactable

Pupils who do bring phones to school **must** hand them in on a daily basis to be stored in the Head teacher's office. Pupils are responsible for collecting their phone at the end of the school day.

Pupils **must not** bring their mobile phone into school and disguise the fact by storing them in their school bag or a pocket.

Pupils are **not allowed to use or access their phone during the school day.**

**Pupils must not take mobile phones on residential visits or on school day trips.**

Pupils must adhere to the school's Mobile Phone Acceptable Use agreement for mobile phone's brought into school (see appendix 1).

We've considered the age at which we feel there might be any reason for a child to have a mobile phone in school and we feel that, if absolutely necessary, **only pupils in Years 5 or 6** might require their mobile phone. We, therefore, do not expect any children in Years 3 or 4 to bring mobile phones to school.

### 4.1 Sanctions

If a pupil is in breach of this policy.

- The phone will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- If they are confiscated, they will be returned to the pupil at the end of the school day
- If the phone has been used in breach of the school's behaviour policy, the Head teacher may expect a parent or carer to collect the phone directly from school
- Sanctions for inappropriate mobile phone use (such as cyberbullying or using a phone in school without written consent and without the consent of others around them, if they are affected) will be handled in line with the school's behaviour policy

It is **very important to note** that **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 us to search a pupil's phone if we 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.

If staff, pupils and/or parents find inappropriate content on a phone, or if they suspect inappropriate behaviour, they should contact the Learning Mentor or a Year Group Leader immediately. The school will

handle such referrals, based upon the information provided, in line with the behaviour policy, staff discipline and/or the safeguarding policy (or other appropriate policy).

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
- 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

## 5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy, in the same way 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.

A copy of this policy will be available in the school waiting area and will be shared with all staff and volunteers.

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 in the Head teacher's office throughout the school day.

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 (bearing in mind that children should not take them on such visits), or while pupils are travelling to and from school.

Parents and pupils will be made aware through

- Including a disclaimer in our permission forms for bringing a phone to school
- the annual update of the school prospectus to be shared with all parents.
- Provide a copy of our policy and disclaimer on the school website

**Confiscated phones** will be stored in the Head teacher's office in a secure, locked cupboard.

- School staff need to be aware that, at the point the schools confiscates a phone from a pupil, the school becomes responsible for the phone, and can be held responsible for loss, theft, or damage.

All lost phones should be returned to the school office. The school 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: Permission form allowing a pupil to bring their phone to school



# Permission form allowing a pupil to bring their phone to school

Please **complete all grey shaded boxes**

At Chellaston Junior School, we do not normally allow pupils to bring their phones to school.

There are very rare circumstances in which pupils of a primary school age would need to have a mobile phone. On school days, this might be when they are:

- Travelling to school by themselves
- Young carers who need to be contactable

Pupils who do bring phones to school **must** hand them in on a daily basis to be stored in the Head teacher's office. Pupils are responsible for collecting their phone at the end of the school day.

Pupils **must not** bring their mobile phone into school and disguise the fact by storing them in their school bag or a pocket. We do not expect any children in Years 3 or 4 to bring mobile phones to school.

Pupils are **not allowed to use or access their phone during the school day.**

**Pupils must not take mobile phones on residential visits or on school day trips.**

### PUPIL DETAILS

<b>Pupil name:</b>	
<b>Year group and class:</b>	
<b>Parent(s) name(s):</b>	

In order for the school to agree to allow your child to bring his/her mobile phone to school, please tick a specific reason below:

	Travels to and from school alone
	Is a young carer
	Attends before or after-school where a mobile phone is required for the activity, or to contact parents
	Other (please give details below)
Details	

- Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.
- The school reserves the right revoke permission if pupils don't abide by the policy.

**I have read the school's Mobile Phone Policy and wish for the above named child to bring their phone to school for the reason(s) identified above**

<b>Signature</b> of Parents/Carers with Legal Responsibility for the Child	Name	Date

**Please notify the office of any changes to these arrangements at any time**

### FOR SCHOOL USE ONLY

<b>Authorised by:</b>		<b>Date:</b>	
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## **Chellaston Junior School – Mobile Phones**

### **Use of mobile phones 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 the staffroom or onto the school car park
- 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.

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

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