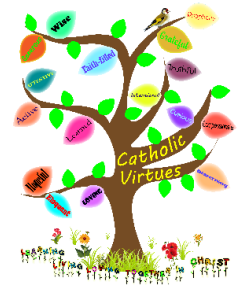




Mobile Device Policy

Know more
Remember more



1. Introduction and aims

At Our Lady & St Rose we recognise that mobile phones, including smart phones, iPads, tablets, Smart Watches, can be a 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 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

Cameras on Mobile Phones

Camera mobile phones are now the norm, and a built-in digital camera enables users to take high resolution pictures and videos. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms.

There is a potential for camera mobile phones to be misused in and out of schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Texting and Posting on Social Media:

Texting and posting are an instant way of children communicating which can of course be fun and harmless. However, children can *SOMETIMES* say things online (and in the heat of the moment) that they would rarely say "face to face", and of course, it can't be taken back.

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 and Safeguarding Lead is responsible for monitoring the policy: reviewing it and holding staff and pupils accountable for its implementation.

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 children are present/during contact time. Use of personal mobilephones 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
- In accordance with the UK GDPR guidance eg. Taking photos of children during school activities - the photos must be transferred to the school's system and immediately deleted from the phone.

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 0121 464 2283 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.

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.

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 these circumstances, staff will:
 - Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
 - Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

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 always appropriate and professional, in line with our staff code of conduct.

3.6 Sanctions

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

4. Use of mobile phones by pupils

- Children in Year 6 **who walk to school by themselves** can bring their phone into school.
- On arrival, the phone must be placed in the class's "phone box" and taken down to the office for safekeeping.
- Before and after school - the pupils must keep mobile phones in their pockets and switched off and should only be taken out after **leaving the school premises**.
- There is NO reason where it will be appropriate for a child to access or use their phone in the school day, if there is an emergency, the school office will contact parents/carers.

4.1 Sanctions

- If **ANY** of the above "use of mobile phone statements" are not adhered to, phones will be confiscated. (As is permitted under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- If a phone is confiscated it will only be returned to a parent.
- Pupils may lose the privilege of being able to bring their phone to school.
- The Head teacher and designated staff have the power to search pupils' phones in accordance with the DfE's guidance. The DfE guidance allows the Head teacher and designated staff to search a pupil's phone if you have reason to believe the phone contains inappropriate images/videos, or if it is being/has been used to bring the school into disrepute, to commit an offence or cause personal injury. [DfE's guidance on searching, screening and confiscation](#).

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:

- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation
- Threats of violence or assault

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.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to contact 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. ie. Handed in in the morning and stored in the school office.

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 school office in a secure location.

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 consider:

- 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

Review Date: February 2024