Eaves Primary School

Excellence in Everything



Mobile Phone Policy

Status	Good Practice
Responsible Governors Committee	Governing Body
Responsible Person	Mrs M Lawrenson
Review Date	July 2029
New Policy	July 2026

Introduction and aims

At Eaves Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers 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/carers 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

Roles and responsibilities

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.

School Business Manager is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Governors

The Governors at Eaves Primary will be responsible for reviewing the policy each year. This will be in line with our Positive Behaviour Policy and Safeguarding Policy.

Use of mobile phones by staff

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, in any areas where children are or may be present. This includes corridors, classrooms or hall areas. 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 staffroom or any other office areas. 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 01744-812700 as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process school based personal data, 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).

More information and guidance can be found in our school's data protection policy and staff handbook.

Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. Members of staff at Eaves Primary, who are also parents of children at Eaves Primary, should express caution within parent WhatsApp groups and social media where the thoughts may be interpreted by others to represent the views of school.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers 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.

If staff use their personal device to access CPOMs or other school apps, they should be extra vigilant and take care in closing down these apps and logging out to ensure data is protected.

Staff are not able to access the school Wi-Fi using their personal device.

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 agreement with the Headteacher

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct and not in the presence of children, unless an emergency.
- 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/carers. If necessary, contact must be made via the school office or an onsite phone.

Work phones

A limited number of SLT and breakfast club/after-school 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 appropriate and professional at all times, in line with our staff code of conduct.

Sanctions

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

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

Use of mobile phones by pupils

Children are encouraged to leave their mobile phones at home. Children are only permitted in a limited number of circumstances to bring their mobile phones to school and with signed consent from SLT.

- Pupils are allowed to bring a mobile to school, in limited circumstances. For instance
    - Travelling to school by themselves
    - Going to another pupils' home after school (pre-arranged)

Our school expectations linked to mobile phone use:

- Parents must request written consent from SLT for their child to bring their mobile phone to school. (Form attached)
- Consent can be withdrawn if the agreement is not met.
- Pupils are expected to switch their phones off as soon as they enter the premises and should not switch on unless they are off site / out of the school gates.
- Pupils with consent, should hand their mobile phones in to their class teacher. An adult will then take the phones to the school office for them to be stored in the school safe until the end of the day.
- Pupils must not use their mobile phones to take any photographs, videos or voice notes of other pupils, staff or parents.
- SLT have the right to withdraw consent for any breach of phone use.

Pupils with consent to bring their phones to school must adhere to the school's code of conduct and acceptable usage policy (see appendix 1).

Sanctions

If a pupil is found to be in breach of this policy.

- In the first instance the mobile 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, it must be collected by a parent or carer. Older siblings are not permitted to collect confiscated phones.

The DfE guidance allows school 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.

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

Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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 assembly), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media
- Not using phones in lessons, corridors or when working with pupils

Parents/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers, whilst caring for children
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

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

Parents/carers 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 as it will be locked in the school safe, if consent has been given by SLT and parents.

Loss, theft or damage

If parents request consent for their child to bring their phone to and from school, pupils must ensure that phones are appropriately labelled and handed in to staff at the start of each day. Phones will be kept secure throughout the day and are not accessible by pupils for any reason during this time.

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, or while pupils are travelling to and from school.

Confiscated phones will be stored in the school office in the safe.

Lost/found phones should be handed in to the school office. The school will then attempt to contact the owner or store the device for safe keeping.

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/carers 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

This policy will be reviewed every 3 years or if there are significant changes required.

Appendix 1. Parental Consent Form

Mobile Phones in School

I wish to request permission for my child _____ Class_____

to bring their mobile phone into school for this reason: _____

_____

- I understand that my child will not be able to use their phone once on school premises, including on the playground in the morning and after school; phones MUST be switched off whilst on school premises.
- I have spoken with my child to explain as they enter school property, they must turn off their phones and hand them into a class teacher for safe keeping once in the school building.
- I understand that school accepts no responsibility for loss or damage of the phone whilst it is on school premises.
- I will support school if they feel there has been an issue caused by my child bringing the phone to school.
- I understand that this application will have to be made each academic year and will be reviewed by Senior Leaders each time.
- My child understands that they must not share photos/recordings via social media, including WhatsApp.

School will communicate with parents if any of the agreements above are breached.

Parent/Carer Name_____ Signature_____

Date_____

_____

<u>For School Use:</u>

Permission Granted / Declined

SLT Name_____ Signature_____

Date_____

Appendix 2. Pupil Version of the Consent Form

Mobile Phones in School
Pupil Version

If I wish to bring my mobile phone onto the school premises, I must get my parents to complete a form to give me consent. I need to bring my phone with me to school because:

_____

_____

- I know that I am not allowed to use my phone when on school premises, this includes on the playground in the morning before school and after school.
- I will switch off my phone when I come onto the school premises.
- I will hand my phone to a class teacher for safe keeping once in the school building.
- I will not use my mobile phone to take photos or other recordings of myself or anyone else on school premises.
- I understand that if I use my phone, it will be confiscated and will only be returned to my parents when they collect it.
- I will not share photos/recordings via social media, including WhatsApp, Snapchat, Instagram etc. of me in school uniform or on the school premises. This is in order to keep me and my friends safe.
- I know that school will communicate with my parents/carers if any of the points above are breached.

Pupil's Name_____ Signature_____

Date_____

_____

For School Use:

Permission Granted / Declined

SLT Name_____ Signature_____

Date_____