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# HIGH LANE PRIMARY SCHOOL

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## Mobile Phone and Mobile Technology Policy

Date policy was agreed with Governors	Autumn 2023
Review Date	Autumn 2026 (or earlier if necessary)
Person(s) Responsible	Headteacher
Signed:	Date:

**At High Lane, we are committed to 'Creating the future, today'. Our mission is to ignite and awaken the curiosity of our pupils and staff, through engaging experiences which promote excellence and innovation and produce creative problem solvers and thinkers. We strive to create opportunities to build a 'toolkit' of powerful knowledge, skills, learning behaviours and core values that will help them to develop as an individual and as part of our school, local and global community. High Lane pupils will achieve academic excellence through a curriculum which teaches them essential skills for life such as cooperation, resilience and respect for others, their environment and themselves. We will nurture and support them in their journey to become confident, determined and respectful young people who have exciting and ambitious aspirations for their futures.**

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## **1. Introduction and aims**

At High Lane Primary 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 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 school

## **2. Roles and responsibilities**

### **2.1 Staff**

All staff (including teachers, support staff, volunteers 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 3 years, reviewing it, and holding staff, volunteers and pupils accountable for its implementation.

### **2.2 Governors**

This Policy is ratified by the Teaching and Learning Committee.

## **3. Use of mobile phones and other devices 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 during contact time. Active use of personal mobile phones and other devices that can send/receive messages (eg tablets, smart watches) 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, where it is not appropriate for the school office to take a message
- In the case of acutely ill dependents or family members
- For lead teachers on school trips

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 (01663 762378) as a point of emergency contact.

### **3.2 Data protection**

Staff must not use personal mobile phone or email accounts to process personal data, or any other confidential school information.

More detailed guidance about data protection can be found in the Data Protection Policy and Privacy Notices.

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. An exception to this may be where a parent is a personal friend. 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.

### **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, named staff 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 in all but exceptional circumstances. If necessary, contact must be made via the school office

### **3.5 Work phones**

One school phone is available for use by staff when off-site. This is kept in the school office. 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**

Upper Key Stage 2 pupils, who may be travelling to school by themselves, may bring a mobile phone to school, with written parental permission. In this instance, a contract must be signed by the pupil and their parents. This can be obtained from the school office.

Once on the school site, phones must be switched off and handed in to the Classteacher. They must be kept in a locked cupboard during the day. They must not be switched on until the pupil leaves the school site.

Pupils must sign and adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

Pupils must not bring personal tablets, smart watches, or other devices that can access the Internet, to school.

##### **4.1 Sanctions**

If a pupil is in breach of this policy or the signed contract, devices will be confiscated and must be collected from the Headteacher by the parent/carer. In this instance, sanctions will be applied and pupils may be prohibited from bringing a phone to school in future.

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
- 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 not use mobile phones on the school site without the explicit permission of the Headteacher. 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, on school visits, or when working with pupils
- Not using their phones in the playground whilst waiting to collect or drop off children

Parents who are helping in school, 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 whilst in the presence of children
- 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 handed in to the Classteacher 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 Headteacher's office.

## **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 staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

## 8. Appendix 1: Acceptable use agreement for pupils

### Acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. Phones must be switched off, at all times, when on the school grounds (not just put on 'silent').
2. Phones must be handed in to the pupil's Classteacher at the start of the school day and must be collected at the end of the school day.
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's passwords or access codes with anyone else.
6. 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
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
10. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

**9. Appendix 3: Permission form allowing a pupil to bring their phone to school**

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

The school has agreed to allow \_\_\_\_\_ to bring [his/her] mobile phone to school because [he/she] travels to school alone.

Pupils who bring a mobile phone to school must abide by the school's policies on the use of mobile phones and the Internet, and our Acceptable Use Agreement.

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

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

Pupil signature \_\_\_\_\_

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