



The Shade Primary School

Use of Mobile Phone & Other Smart Devices Policy

Version:	3.0
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Approved by:	Advisory Body
Date:	Autumn 2024
Review date:	Autumn 2025

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1. Introduction and aims

At our Trust’s primary schools, we recognise that mobile phones, including smart phones, smart watches, and other smart devices are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

In this policy references to ‘mobile phone/s’ should also be taken to refer to mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) this may include but not be limited to tablet devices, smart watches, media players, portable gaming consoles and tracking devices.

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 and Trust’s other policies, especially those related to child protection, behaviour, ICT and code of conduct for all adults.

This policy also aims to address some of the challenges posed by mobile phones and other smart devices 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 at each school is responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Advisory Body

The Advisory Body at each school will review this policy annually.

3. Use of mobile phones and other smart devices by staff

3.1 Personal mobile phones and other smart devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phones or other smart devices, while children are present. Use of personal mobile phones and other smart devices must be restricted to times when staff are non-pupil facing during non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There are circumstances when staff members would make or receive work related phone calls or messages. These circumstances would only apply to a small number of staff, such as the Trust central team & SLT, who should endeavour to engage in these calls away from children.

There may be circumstances in which it's appropriate for a member of staff to have use of their mobile 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 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones or other smart devices to process personal data linked to the school, 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).

Staff should ensure that where they have school emails or other school based apps that they are biometrically or password protected.

Staff should ensure they have read and understood the Trust's ICT, Internet, Cyber Security and Acceptable Use policy and the Data Protection policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers 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/carers or pupils.

For further information, staff should ensure they have read and understood the Trust's ICT, Internet, Cyber Security and Acceptable Use policy, All Adults Code of Conduct and the school's Safeguarding policy.

Staff must not use their mobile phones and other smart devices to take photographs or make 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 are allowed to connect their personal mobile phones and other smart devices to the school's Wi-Fi network. This network has appropriate levels of internet filtering and is monitored in the same manner as all school devices. The use of the internet on personal mobile phones and other smart devices must be restricted to times when staff are not pupil facing during their non-contact time, and to areas of the school where pupils are not present

3.4 Using personal mobile phones and other smart devices for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones and/or other smart devices for work.

Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Medical emergencies
- Unforeseen situations where a child absconds from the school site

In these circumstances, staff will:

- Use their mobile phones and/or other smart devices in an appropriate and professional manner, in line with our Code of Conduct for All Adults.
- Not use their mobile phones or other smart devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their mobile phones or other smart devices to contact parents/carers. If necessary, contact must be made via the school office. In exceptional circumstances, if this is not possible, the staff member must ensure that caller ID is not switched on.

3.5 Work mobile phones and smart devices

Some members of staff are provided with a mobile phone and/or other smart devices by the trust or school for work purposes.

Only authorised staff are permitted to use work mobile phones and/or other smart devices, and access to these devices 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
- Only use smart devices for work purposes, including sending/receiving emails or other communications, viewing and editing documents, or using the internet.
- Only take photos or recording as part of a lesson/school trip/activity on a school device
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our Code of Conduct for All Adults.

3.6 Sanctions

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

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

4. Use of mobile phones and other smart devices by pupils

Pupils are permitted to bring their mobile phones and other smart devices to school in the following circumstances:

- They are travelling to school by themselves
- If needed as part of medical monitoring for example diabetes.

Pupils must not use their mobile phones or other smart devices on the school site unless agreed by the headteacher. Mobile phones and other smart devices should be switched off as soon as children come through the school gates. While in school, mobile phones and other smart devices are not to be retained by pupils. Mobile phones and other smart devices should be handed to class teachers so they may be stored securely. These are returned at the end of the day.

In certain circumstances, for instances for the monitoring of a medical condition, a pupil may require access to their mobile phone or other smart device while on the school site. This should be agreed with the headteacher and form part of the pupil's Health Care Plan. In these circumstances the pupil should not access their mobile phone or smart device while on the school site unless it is directly related to their medical condition or other agreed circumstance.

To promote safeguarding, pupils must not take mobile phones and other smart devices (including AirTags or similar devices) on school trips or residential visits, without prior authorisation from the visit leader or headteacher.

4.1 Sanctions

Pupils that fail to adhere to this policy may face sanctions.

See the schools' behaviour policy for more information.

Where it is believed that a child is using their mobile phone or other smart device to engage in behaviour that breaches the acceptable use agreement, the mobile phone and/or other smart device will be confiscated – in accordance with sections 91 and 94 of the [Education and Inspections Act 2006](#) – and the child's parents will be notified. Confiscated mobile phones and/or other smart devices will be returned to parents or carers at a previously agreed time.

Staff, visitors and volunteers will not ask pupils to share content on mobile phones and/or other smart devices or attempt to access content on confiscated mobile telephones/smart devices. Certain types of conduct, bullying or harassment may be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate. Schools may also refer to the Cambridgeshire Child Sexual Behaviour Assessment Tool to consider necessary actions.

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

5. Use of mobile phones and other smart devices by parents, volunteers and visitors

Parents/carers, visitors and volunteers (including Members, trustees, Advisory Body members 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 recording for personal use only, and not posting on social media without consent
- Not using phones and other smart devices in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone and other smart device use when they sign in at reception or attend a public event at school.

A summary of our mobile phone and other smart devices policy rules are displayed in each school reception area.

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

- Use their mobile phones and other smart devices to make contact with other parents/carers
- Take photos or make 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 mobile phones and other smart devices, as set out in section 4 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 their personal mobile during the school day.

6. Loss, theft or damage

Pupils bringing mobile phones and other smart devices to school must ensure that these are appropriately labelled, and are stored securely when not in use.

Labels should include the pupil's full name.

Pupils must secure their mobile phones and other smart devices as much as possible, including using biometrics, passwords or pin codes to prevent access to the smart devices functions. Staff must also secure their personal mobile phones and other smart devices, as well as any work mobile phone and other smart devices provided to them. Failure by staff to do so could result in data breaches.

The school/trust accepts no responsibility for mobile phones and other smart devices 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. This is made clear to pupils and parents in safeguarding information and on the mobile phone and other smart devices rules displayed in the school's reception area.

Confiscated mobile phones and/or other smart devices will be stored in the headteacher's office in a locked cabinet. Confiscated mobile phones and/or other smart devices will be returned to the child's parents at a prearranged time.

Schools that confiscate mobile phones and/or other smart devices from pupils become responsible for these, and can be held responsible for loss, theft, or damage.

Lost mobile phones and/or other devices should be returned to the school office. The school will then attempt to contact the owner or parent.

7. Monitoring and review

The trust is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the trust 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

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. Mobile phones and other smart devices are not to be retained by pupils on the school site and should be switched off and handed to the appropriate member of the school staff so they may be stored securely.
2. Do not share your contact details with people you don't know, and do not share other people's contact details.
3. Do not share your mobile phone's passwords or access codes with anyone else.
4. Do not use your mobile phone and/or other smart devices to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text message/messaging app
 - c. Social media
5. Do not use your mobile phone or smart device to send or receive anything that may be criminal.
6. The rules on bullying, harassment, and intimidation apply to how you use your mobile phone and other smart device even when you are not in school.
7. Do not communicate vulgar, obscene or derogatory language via mobile phone and/or other smart devices or when using social media. This language is not permitted under the school's behaviour policy.
8. Do not use your mobile phone or smart device to view or share pornography or other harmful content.
9. You must comply with a request by a member of staff to switch off, or hand in, a phone and/or other smart device. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

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

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

I would like my child to be allowed to bring a mobile phone and/or other smart device to school because they:

- Travel to or from school by themselves
- Use the device as part of medical monitoring

I understand that pupils who bring a mobile phone and/or other smart device to school must abide by the school's policy on the use of mobile phones and other smart devices, and its acceptable use agreement.

The school reserves the right revoke permission if pupils do not abide by the policy.

Parent signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 3: Template mobile phone information for visitors

Our School's Mobile Phone & Other Smart Devices Rules



Please keep your mobile phone on silent/vibrate while on the school grounds



Please do not use mobile phones and other smart devices where pupils are present. If you must use your phone, you may go to the school reception area



Do not take photos or recordings of pupils or staff



Do not use your phone or other smart device in lessons, or when working with pupils

The Trust and school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school premises or transport, during school visits or trips, or while pupils are travelling to and from school

A full copy of our mobile phone policy is available from our Trust website