

# Mobile Phone Policy

## Hopton Primary School

### September 2023

**Approved by:** [Name] **Date:**

**Last reviewed on:** September 2023

**Next review due by:** [Date]

## Contents

1. Introduction and aims.....	3
2. Roles and responsibilities .....	3
3. Use of mobile phones by staff.....	3
4. Use of mobile phones by pupils .....	4
5. Use of mobile phones by parents, volunteers and visitors.....	5
6. Loss, theft or damage .....	6
7. Monitoring and review .....	6
8. Appendix 1: acceptable use agreement- Mobile Phones for pupils.....	7
9. Appendix 2: Permission form allowing a pupil to bring their phone to school.....	8
10. Appendix 3: mobile phone information slip for visitors.....	9

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# 1. Introduction and aims

At Hopton Primary 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 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 DSL – Suzanne Henderson and Head Teacher, Andy Blakeley are responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

### 2.2 Governors

Hopton Governors will review and approve the policy every year.

## 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 mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present. See Hopton Primary School Code of Conduct

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:

- If they are expecting an important phone call e.g. medical

In the above circumstances permission must be gained from Andy Blakeley, Katrina Bates or Suzanne Henderson. Decisions will be made on a case-by-basis whether to allow for special arrangements.

### 3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. See Hopton Primary School's Data Protection Policy and 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 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.

Staff must use school equipment only to use ClassDojo. If circumstances mean that a personal mobile is to be used then permission must be gained from Andy Blakeley.

### **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 when a school mobile is not available
- Supervising residential visits when a school mobile is not available

In these circumstances, 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. 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 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.

## **4. Use of mobile phones by pupils**

- Pupils at Hopton Primary School are allowed to bring a mobile to school mainly for the purpose of travelling to and from school by themselves.

- Pupils are allowed to bring phones to school, but not use them during school hours. On arrival in the playground they should turn their phone off and once in class give it to their class teacher. The class teacher will store it in a named wallet in the store cupboard/filing cabinet/safe place.

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

## 4.1 Sanctions

The sanctions in place if a pupil is in breach of this policy.

- Phones be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006) Parents will be phoned and asked to collect the child's phone at the end of that day or as soon as possible after that. How long the phone is confiscated will be decided on a case by case situation depending on the severity of the breach of the policy. If necessary staff can search a pupils' phone 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. This must be done under the guidance of Suzanne Henderson –DSL or Andy Blakeley.

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 if necessary.

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 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 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 when not in use.

Children should place their phones in a name labelled wallet and the class teacher will securely store it.

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.

Hopton Primary 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.

Pupils and parents are aware of the disclaimer above through the following means:

- Information is shared through ClassDojo.
- It is declared on the school website.

Confiscated phones will be stored securely in the school office until they are collected by a parent/carer.

Lost phones should be returned Suzanne Henderson -DSL. 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 on 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: acceptable use agreement- Mobile Phones for pupils**

### **Acceptable use agreement for mobile phones –Hopton Primary School**

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

1. Once you enter school ground you must turn your phone off and it should only be turned back on again once you leave school grounds.
2. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
3. Phones must be switched off not just put on 'silent'.
4. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's passwords or access codes with anyone else.
8. 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
9. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school. If you use your phone in such a way and school are aware of it, it will be discussed with your parents.
11. 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.
12. You must comply with a request by a member of staff to switch off, or hand in, a phone. Refusal to comply is a breach of the school's mobile phone policy and will be dealt with accordingly.

## Appendix 2: 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 their mobile phone to school because \_\_\_\_\_  
(e.g- they need it for walking home alone at the end of the day. )

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

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

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

Pupil signature (where appropriate): \_\_\_\_\_

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

## **Appendix 3: mobile phone information slip for visitors**

### **Use of mobile phones in our school**

- Please turn your mobile phone to silent whilst on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you must make sure pupils aren't present or use the staff room. 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
- Under certain circumstances mobile phone use in class will be allowed however this must be discussed with Andy Blakeley, Katrina Bates or Suzanne Henderson

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 on the school website.

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