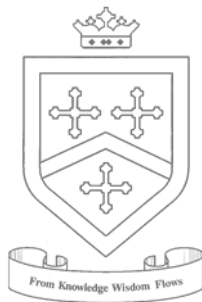




# Mobile Device Policy



Great and Little Shelford CE (A) Primary  
School

September 2023

<b>Approved by:</b>	Chris Grey (Headteacher)	<b>Date:</b>
<b>Reviewed on:</b>	September 2023	
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## 1. Introduction and aims

At Great and Little Shelford CE (A) Primary School, we recognise that mobile devices, including mobile phones, smart phones and other portable digital personal devices 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, in addition to the school's Code of Conduct
- Support the school's other policies, especially those related to child protection, safeguarding, Staff Code of Conduct and behaviour.

This policy also aims to address some of the challenges posed by mobile 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 is responsible for monitoring the policy every 1 year, reviewing it, and holding staff and pupils accountable for its implementation.

## 3. Use of mobile devices by staff and other adults

### 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, with the exception of an emergency – for example to telephone to seek emergency help from the emergency services or other staff members. Use of personal mobile devices must be restricted to non-contact time, and to areas of the school where pupils are

not present (for example, office areas or classrooms whilst pupils are not present due to scheduled breaks or times out of class – such as lunchtimes).

There may be circumstances in which it's appropriate for a member of staff to have use of their mobile device 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 the event of their own medical requirements.

**If staff mobile devices (including phones and smart watches) are present in school, they must operate on 'silent mode'.**

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, 01223 843107, as a point of emergency contact.

**Smart Watches** – these can be worn by staff members. However, they should not detract from the role of the staff member wearing such an item. Smart watches that record photography or videography are not permitted to be worn by staff, during their working hours on the school premises.

### 3.2 Data protection

Staff must not use their personal mobile devices to process personal data, or any other confidential school information.

Further information on the school's data protection policy can be found on the school's website at: [http://www.shelfordschool.org.uk/website/data\\_protection\\_and\\_privacy/392346](http://www.shelfordschool.org.uk/website/data_protection_and_privacy/392346)

### 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.

See the staff code of conduct for further details.

Staff must not use their personal mobile devices 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 – for example the iPads or digital cameras provided.

School iPads are used to capture photographs for the use on Early Excellence for our Reception class.

### 3.4 Using personal devices for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile device 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 devices 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 devices to contact parents, except for emergency reasons. Contact must be made via the school office, however, if this were not possible for a given reason (e.g. out of office hours), staff may make an emergency or urgent call to a family whilst on an educational or residential visit. Staff must dial 141 prior to the parent's number to block their personal number. Alternatively, staff could seek a phone at the base for the residential visit, if available.

### 3.5 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 devices by pupils

Pupils in Reception to Year 4 are currently not permitted to bring mobile phones to school. Permission is granted, to those pupils who walk home independently in Years 5 and 6. Parents of pupils who are permitted to walk independently complete an [online Walking Contract](#).

Key Points:

- If a pupil that is walking to/from school/home brings a mobile phone to school, they will ensure it is switched off before passing through the main school gates.
- When in class, they will place it in the designated safe in Year 5 or Year 6. School staff will lock the safe after the school register is taken.
- Families must not rely on contacting their child via their phone whilst at school. Any such messages need to be communicated directly to the school office as usual (for example, changes to collection or walking arrangements must come to the office).
- At the end of the day, school staff will open the safe and ensure return of the phones to pupils. Phones must remain off until pupils have passed out of the main school gates.

Pupils are permitted to wear smart watches, however, they must not be connected by Bluetooth to a device that has connectivity. Additionally, pupils must not be in possession of smart watches that have the capabilities to take photographs or record video or audio. Any such device that has the capability to record photography, videography or audio may be confiscated in-line with the school's Behaviour and Anti-Bullying Policy.

### 4.1 Sanctions

- Phones brought to school without the prior written agreement of the Headteacher will be confiscated and stored securely;
- A parent or carer of the pupil will be required to collect the phone from the school office at the end of the day;
- The above steps are in-line with the school's Behaviour and Anti-bullying Policy.

If a pupil's mobile device is present in school and a staff member has reason to believe that it has been used to commit an offence, cause personal injury or contains pornographic images, staff have the power to search pupils' phones as set out in the [DfE's guidance on searching, screening and confiscation](#).

If a member of staff suspects that the above examples are on a pupils' mobile device, they should inform the Headteacher immediately. If inappropriate content is discovered, this will be shared with a senior member of staff. If the content poses a safeguarding or child protection concern, this will also be logged and referred to the Designated Safeguarding Lead. See the Safeguarding and Child Protection Policy.

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:

- › 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 devices 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 – except with the permission of the school to use music from a mobile device to support the delivery of the curriculum.

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

The school accepts no responsibility for mobile 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. If a written agreement from the Headteacher has been granted to a pupil, it will state:

***The school accepts no responsibility for mobile 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.***

Confiscated devices will be stored in the school office in a secured location.

Schools that confiscate device from pupils become responsible for the phone, and can be held responsible for loss, theft, or damage.

Lost devices 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 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

## 11. Appendix 1: Information slip for visitors

### Use of mobile devices in our school

- Please keep your mobile phone and any other mobile devices on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present, unless it is with prior agreement for use of music to support the curriculum or an extra-curricular activity.
- Do not take photos or recordings of staff or pupils (unless it is a specific event where this is permitted. If you do so, please take photos of your own child),
- Do not use your device in lessons, or when working with pupils

The school accepts no responsibility for devices that are lost, damaged or stolen while you are on the school grounds.

A full copy of our Mobile Device Policy is available from the school office.