



Mobile phone and Smart Device Policy

September 2022

Our school is an integral part of our village and everyone within this community is valued and nurtured as part of our school family and God’s family. Christian teaching and values are at the heart of all we do, to ensure that we develop well-motivated, independent, happy children who aspire to achieve their best in all they do, respecting and valuing themselves and others.

‘Love your neighbour as you love yourself’ Matthew 22:39

Mobile phone and Smart Device Policy

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1. Introduction and aims

At Long Sutton C of E Primary School we recognise that mobile phones and smart 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
- 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 Headteacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors are responsible for reviewing this policy every 3 years.

3. Use of mobile phones by staff

3.1 Personal mobile phones and smart device

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. Use of personal mobile phones and smart devices 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
- › In the case of acutely ill dependents or family members
- › Whilst on external visits or off the school site with children

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

For the majority of the time school staff can use the school office number (01458 241434) as a point of emergency contact.

3.2 Data protection

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

See Data Protection 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 or smart 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.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or smart devices 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 phones and smart 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 phones to contact parents, except in exceptional circumstance. If necessary, contact must be made via the school office

3.5 Work phones

The school has a mobile phone that can be used by the staff for work purposes such as when on external visits.

Only authorised staff are permitted to use this phone, and access to the phone must not be provided to anyone without authorisation.

Staff can use this phone to take photos of children and upload these to facebook following the acceptable use policy, data protection, personal preference of families and online safety policy.

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 or Smart devices by pupils

Pupils are not allowed to bring mobile devices in to school.

In specific cases, e.g. moving between households, parents can ask permission for a child to bring their phone in to school. If this is the case it must be turned off and kept in the school office for the duration of the school day.

4.1 Sanctions

The mobile phone or smart device will be removed immediately from the child and parent contacted. Parent will be expected to collect the device from the school office.

If staff are concerned about what maybe on the phone they have the power to search pupils' device, 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 (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 Smart 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 permission has been given.
- › Using any photographs or recordings for personal use only, and not posting on social media
- › 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.

Any adult entering the school building during the school day will be asked to leave their mobile phone in the school office unless permission has been given by the Headteacher for them to keep it for work purposes.

Parents are also asked not to use their mobile phones at drop off or collection except in exceptional circumstances. They will be informed of this through school newsletters.

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.

6. Loss, theft or damage

Staff must 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 or 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.

Lost phones should be returned to the School Office. The school will then attempt to contact the owner.