



Bembridge Church of England Primary School

'Learning to love God, one another and ourselves'



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Introduction and aims

At Bembridge CE 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:

Staff Code of Conduct; Child Protection Policy; Safeguarding Policy

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

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Roles and responsibilities

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 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Governors

The Full Governing Body will review the policy every 2 years

Use of mobile phones by staff

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. Use of personal mobile phones 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
- If the mobile phone is used as a part of a medical care plan

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 01983 872668 as a point of emergency contact.

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted, in any circumstance, to use their phones for taking, recording or sharing images of pupils, and 'mobile free' areas must be observed at all times. However, SLT do recognise that staff members may find the use of a mobile phone to be the best method of taking photographs to share good practice e.g. children's work, display boards, classroom environment.

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Staff, Volunteers and Student Teachers are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting unless authorised by a member of the SLT.

Data protection

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

Use of the internet via school equipment e.g. laptops, tablets, PCs, must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

Passwords must not be stored for any application related to school

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.

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
- Contacting the school office for emergency assistance
- Staff should refrain from using their phones to contact parents. If necessary, contact must be made via the school office

When supervising residential visits, staff will make the school mobile contact details available to parents rather than their own personal number

In exceptional circumstances, where staff have to resort to using their mobile phone for work purposes, they will use them in an appropriate and professional manner, in line with our staff code of conduct

In these circumstances, staff will:

- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil

Work phones

We have one mobile phone used exclusively to take images for the school social media pages including the website and newsletter. The mobile phone is used for work purposes only and is stored in school.

We have two work mobile phones. Some members of staff are provided with a mobile phone by the school for work purposes e.g school trips

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.

Sanctions

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

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

Use of mobile phones by pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore, pupils are only allowed to bring a mobile to school in the following circumstances (unless it is used as part of a medical plan*):

- Pupils walking to or from school by themselves (Year 5-6 with written permission)
- Pupils who bring phones to school are not permitted to use them during the school day including during lessons, break times, clubs before or after school, or any other activities organised by the school. The school is not responsible for loss or damage
- Pupils who bring phones to school must store them, switched off, in the school office.
- Pupils are not allowed, in any circumstance, to use a mobile phone during school day off-site educational visits. Where a pupil brings a mobile phone on a school visit, for example, because they are walking to or from school by themselves, it should be switched off and handed to the teacher for the entire trip
- Pupils are not permitted to take mobile phones on residential visits

Pupils must adhere to the school's acceptable use agreement for mobile phone use (see Appendix 2).

*Use of mobile phones by pupils with a medical care plan

Pupils who use their mobile phone as part of their medical kit can have their mobile phone with them at all times (including educational and residential visits). The school is not responsible for loss and damage.

They are only permitted to use their phone to access the agreed apps to support their medical plan.

Sanctions

If a pupil is in breach of this policy, the Headteacher, or Assistant Headteacher will confiscate the phone and request a parent collects it from the school office. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006).

Staff have the power to search pupil's phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows school staff to search a pupil's phone if they have reason to believe the phone is being or has been used to commit an offence or cause personal injury.

Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher has the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.'

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

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. (See Appendix 1)

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 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.

Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely in the school office.

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.

Parents will be made aware of the above disclaimer by:

- School will provide a copy of the policy to new pupils and parents

Confiscated phones will be stored in the school office in a locked cabinet. They will be stored there until collected by a parent.

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

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
- Approval from the Full Governing Body

Appendix 1: Mobile phone information slip for visitors

To be given to visitors when they arrive at school.

Use of mobile phones in our school

- Please inform the Headteacher if you require to use your mobile phone for medical reasons.
- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school office.
- Please do not take photos or recordings of pupils (unless it is your own child), or staff
- Please do not use your phone in lessons, or when working with pupils

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 from the school office.

Use of mobile phones in our school

- Please inform the Headteacher if you require to use your mobile phone for medical reasons.
- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school office.
- Please do not take photos or recordings of pupils (unless it is your own child), or staff
- Please do not use your phone in lessons, or when working with pupils

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 from the school office.

Appendix 2: Acceptable Use Agreement/ Permission Form allowing pupils to bring a phone to school

PUPIL DETAILS	
Pupil Name	
Year Group	
Parent(s) Name(s)	

The school has agreed to allow the pupil named above to bring their mobile phone to school because they travel to and from school alone. Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and this acceptable use agreement.

The school reserves the right revoke permission if pupils don't abide by the policy. Only pupils walking to or from school by themselves are permitted to bring a mobile phone to school (Years 5-6 only).

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

1. You may not use your mobile phone at any time during the school day, including during lessons, break times, clubs before or after school, or any other activities organised by the school.
2. Phones must be switched off (not just put on 'silent') and stored in the school office. The phone is left at the owner's own risk and school is not responsible for loss or damage.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils, inside or outside of school, without their consent.
5. You may not, in any circumstance, use a mobile phone during school day off-site educational visits. If you bring a mobile phone on a school visit, because you are walking to or from school by yourself, it should be switched off and handed to the class teacher.
6. You may not take a mobile phone on a residential visit.
7. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
8. Don't share your phone's passwords or access codes with anyone else.
9. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via email, text, messaging app or social media.
10. Don't use your phone to send or receive anything that may be criminal. For instance, by **sending inappropriate images**
11. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.

Parent signature: _____

Pupil signature: _____

Appendix 3: Acceptable Use Agreement/ Permission Form allowing pupils to bring a phone to school for medical reasons

PUPIL DETAILS	
Pupil Name	
Year Group	
Parent(s) Name(s)	

The school has agreed to allow the pupil named above to bring their mobile phone to school because they require it as part of their medical plan. Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones for social and general communication use, and this acceptable use agreement.

When the mobile phone is used as part of medical equipment, it should be switched on and carried by the named pupil above at all times. No other pupil should be allowed access to the mobile phone. **You may use your mobile at all times as part of your medical kit to support your care using the agreed apps as stated on your medical care plan.**

You must obey the following rules on social and general communication if you bring your mobile phone to school:

1. You may not use your mobile phone for social and general communication use at any time during the school day, including during lessons, break times, clubs before or after school, off-site educational visits, residential visits or any other activities organised by the school.
2. The phone is brought into school at the owner's own risk and school is not responsible for loss or damage.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils, inside or outside of school, without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via email, text, messaging app or social media.
8. Don't use your phone to send or receive anything that may be criminal. For instance, by sending inappropriate images.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.

Parent signature: _____

Pupil signature: _____