

# Mobile Phone Policy

Lady Hawkins' School



Approved by:

Headteacher

Date: September 2022

Last reviewed on:

September 2024

Next review due by:

September 2026

## 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..... | 6 |
| 6. Loss, theft or damage.....                                    | 7 |
| 7. Monitoring and review.....                                    | 7 |

## 1. Introduction and aims

At Lady Hawkins' 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

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

## 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, 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

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 01544230441 as a point of emergency contact.

### **3.2 Data protection**

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

### **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.

### **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
- Supervising residential visits

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 or personal numbers must be set to withheld.

### **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 phones by pupils**

At Lady Hawkins' School we are aware of the need for many students to carry mobile phones and devices for reasons of personal safety and practicality while travelling to and from school. Mobile phones have been identified as generating an increasing number of pastoral issues in school. Many of these issues results from phone use during the school day, especially at lunchtime. In order to address these issues and to improve the mental health and wellbeing of a number of students, Lady Hawkins' School is adopting a new approach as of September 2020.

We are also conscious of the possible dangers and problems that can arise from the use of mobile phones and other electronic in school such as:

- the impact on learning of the continual distraction they provide
- too much focus on using their phone rather than chatting and socialising with other students
- bullying through SMS or other means
- possession or transmission of inappropriate/unlawful images
- photographing and filming of individuals without their permission
- general nuisance in the classroom and social areas
- accessing inappropriate websites on the internet
- theft/damage to or loss of phones and devices and the resultant loss of time to staff due to investigations

For the reasons mentioned above, as from 2<sup>nd</sup> September 2020 mobile phones and electronic devices are not banned from school, but if they are in school they should be handed in to the office and collected at the end of the school day. Use of mobile phones or devices is not permitted anywhere on school premises by students.

The school will not take responsibility for mobile phones and other electronic devices that are stolen or disappear on school premises. In emergencies, parents and students can contact each other through the school office. It is essential that all emergency information be routed through the school office, so that relevant staff will be aware of any potentially important information.

Please note:

- The student is responsible for the safe keeping of their mobile phone or device at all times, not the school

- Lady Hawkins' School will not take responsibility for loss or damage to mobile phones and devices. (Parents need to be aware that some insurance companies may not cover loss or damage to mobile phones and devices in schools).
- Mobile phones and devices must not be used to contact parents if the student feels unwell. Students should go to the School Office, where a member of the office staff will contact parents if necessary.
- Students may not under any circumstances film other students or teachers, make threatening calls, or in any other way abuse the use of the mobile phone or device. This could lead to the strictest sanctions, including informing the police.
- Parents are strongly requested not to contact your son/daughter via their mobile device during the school day, but for emergencies to contact the school office.
- Mobile phones and devices are not allowed in examination rooms. Any student found in possession of a mobile phone in an examination room will be disqualified from that examination and may be barred from sitting future examinations.
- Mobile phones and devices must be switched off while on school premises unless a student has the direct permission and supervision of a member of staff.
- Students should keep their phones and devices in the designated place in the school office

#### 4.1 Sanctions

If a mobile phone or device is detected, it will be confiscated and a parent or carer must collect from the office at their earliest convenience.

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 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:

- 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).

- 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. Signs are in reception to remind visitors of this.

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 at the school office at the start of the day.

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 bought into school and not left with the school office 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 phones will be stored in the school office in a secure location.

Lost phones 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