



# Mobile Phone Policy

<b>Policy title</b>	Mobile Phone
<b>Document lead</b>	Mr D Street
<b>Adopted by governors</b>	N/A
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## 1. Introduction and aims

At Bridgnorth Endowed School we recognise that mobile phones, including smart phones and smartwatches, 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

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 annually, 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.

Staff should alert a member of the Senior Leadership Team (SLT) that their circumstances require the use of their mobile phone during contact time. 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 (01746 762103) 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance regarding data protection can be found in the school's data protection 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.

### 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 a school mobile phone.

### 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.

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

## 4. Use of mobile phones by pupils

### 4.1 Mobile phone rules

Pupils are allowed to bring mobile phones into school. However, if they choose to do so it is on the understanding that they agree with the following limitations on its use, namely:

- Mobile phones must be switched off at all times during the school day, including break and lunchtimes, and remain off whilst pupils are on the school premises. It is not acceptable for phones merely to be put on silent or pager mode.
- The phone must be kept out of sight at all times in the pupil's bag.
- No pupil may take a mobile phone into a room or other area where examinations are being held.
- The security of the phone will remain the pupil's responsibility in all lessons, including PE lessons.
- If asked to do so, content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher.

Pupils should not wear smartwatches at school. If pupils are seen using smartwatch during the school day then the same principles will apply as set out for mobile phones in section 4.3.

### 4.2 Unacceptable use

The school will consider any of the following to be unacceptable use of the mobile phone and a breach of the school's behaviour policy:

- General disruption to learning caused, for example, by mobile phones making a noise or by pupils accessing phones in lessons.

- Refusing to switch a phone off or handing over the phone at the request of a member of staff.
- Photographing or filming staff or other pupils without their knowledge or permission.
- Photographing or filming in toilets, changing rooms and similar areas.
- Bullying, harassing or intimidating staff or pupils by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
- Using the mobile phone outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.
- Using a mobile phone outside school hours in such a way that it undermines the stability of the school and compromises its ability to fulfil the stated aim of providing 'a clear moral and ethical lead'.

### 4.3 Sanctions

Pupils and their parents should be very clear that the school is within its rights to confiscate mobile phones where the guidelines have been breached.

The school also has the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows the school to search a pupil's phone if there is reason to believe that the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

In the event that a pupil infringes the rules set out in this policy, this is the process we will follow:

- On the first infringement of this policy, the mobile phone will be confiscated by a member of school staff and taken to the school office. The mobile phone will be returned to the pupil at the end of the school day and a record will be made of the incident. On the occasion of a first confiscation, but where there are aggravating factors such as rudeness on the part of the student, the imposition of an additional sanction will be considered.
- On the second infringement, the mobile phone will be confiscated by a member of school staff and taken to the school office, where it will be securely stored. Parents/carers will be informed of the situation and a request will be made that the phone is collected by a parent or carer.
- On the third or subsequent infringement, the mobile phone will be confiscated by a member of school staff and taken to the school office, where it will be securely stored. Parents/carers will be informed of the situation and a request will be made that the phone is collected by a parent or carer. An after-school detention will be imposed.

In addition:

- If a pupil refuses to hand over their mobile phone to a member of school staff, then a senior leader will be notified. Further refusal to comply with school rules at this point will lead to an escalation of sanctions in line with the behaviour policy.
- If a mobile phone has been confiscated and the parent or carer fails to collect the mobile phone after a period of five school days following the day the mobile phone was confiscated, it will be returned to the pupil with a warning of the implications of a further breach of rules.
- For repeated offences, pupils may be required to hand in their mobile phone at the beginning of the day and collect it at the end of the day for a fixed period of time.

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

## 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 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 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.

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 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