

THE PRIORY PRIMARY ACADEMY TRUST	DATE AGREED	APRIL 2023
POLICY AND PROCEDURE STATEMENT	REVISION DATE	SPRING 2025
<b>The Priory Primary School</b>		
<b>Mobile Phone / Personal Device Policy</b>		
HEAD TEACHER	MATT WALSH	
CHAIR OF GOVERNORS	PRUBIE SAHOTA	

## Edits and Changes

April 2023	3.1 staff use of mobile phone for first aid app
	3.3 exceptional use of phone for photos

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## 1. Introduction and aims

At the Priory 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

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.

### 2.2 Governors

The school governors are responsible for ensuring this policy is fully enacted.

## **3. Use of mobile phones / devices by staff**

### **3.1 Personal mobile phones / communication devices**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send personal messages, while directly in the presence of a pupil(s). Use of mobile phones for personal use must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There are circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- On duty for accessing the First Aid app
- 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 telephone number 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.

- Refer to the ICT 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 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. In the event that a staff member felt it necessary to use their phone to take a photo, this must be deleted straight after uploading or sending to a school account.

The use of a specific app to support the learning of a pupil(s) (on a personal device) is permitted only if it does not record personal information (photographs / confidential details), however staff must recognise that their devices are used at their own risk and that they are liable for any damage caused.

### **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:

- First aid app
- 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 (see 3.3 for exceptional circumstances)
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

### **3.5 Staff 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 / personal electronic devices by pupils**

Pupils are not permitted to use a mobile phone / or any other external communication device (e.g. a smart watch- that allows external communication) whilst at school.

Any pupil who has a mobile phone for their journey to and from school (as provided by a parent) – will need to hand the device into the teacher at the beginning of the day and have it returned at the end.

Smart watches are permitted as long as the child wearing it uses it only as a watch / fitness monitor. Apps and features such as music, camera, texts, messaging and phone use are not to be engaged with under any circumstance and the device will be confiscated if apps such as these are used.

All devices that are brought in by children are done so at their own risk and the parents will accept full liability for any damages caused.

Any child permitted to bring a mobile phone to school should first complete the permission form – see Appendix 1, which must be signed by a senior leader BEFORE a phone is permitted to be brought to school.

### **4.1 Sanctions**

All phones brought to school (without the permission slip being completed) or not handed into a teacher will be confiscated and only returned to a parent.

The use of a phone or electronic communication device during the school day will be regarded as a breach of the school's behaviour policy and in addition to the phone or electronic communication device being confiscated, the user of the device will be sent to a senior leader and a call will be made to inform the child's parents of the improper use of a communication device during the school day.

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, 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:

- 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

In the exceptional cases of a pupil bringing a communication device / phone to school then: pupils bringing must ensure that phones are appropriately labelled so that a member of staff can store the device.

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. 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 by a member of the office team and will only be returned directly to a parent.

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

The headteacher is responsible for monitoring the policy every 2 years

## Appendix 1: Permission form allowing a pupil to bring their phone to school



PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent(s) name(s):</b>	

The school has agreed to allow ..... to bring [his/her] mobile phone to school because [he/she]:

List the appropriate reasons here (examples provided):

- Travels to and from school alone
- Is a young carer
- Attends before or after-school where a mobile phone is required for the activity, or to contact parents

Pupils who bring a mobile phone to school must abide by the school’s policy on the use of mobile phones.

The school reserves the right revoke permission if pupils don’t abide by the policy.

Parents recognise that a phone must be handed in to a teacher before school to be returned after school and that full liability for any damages to the phone (or electronic communication device), lies with the parents and not the school.

Parent signature: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

## Appendix 2: Template mobile phone information slip for visitors

### Use of mobile phones in our school

- 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 reception area
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- 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.

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