

Name of School	St Edward's Catholic Primary School
Policy	September 2020
Date of next review	September 2021 and to be adapted when needed
Who reviewed this policy?	Samaira Naz (Assistant Head Teacher)



1. Introduction and aims

At St Edward's Catholic Primary School we recognise that mobile phones, including smart phones and laptops/tablets 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/laptop use
- Set clear guidelines for the use of mobile phones/other devices for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection, behaviour and code of conduct.

This policy also aims to address some of the challenges posed by mobile phones/laptops/tablets 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

Where the policy refers to other devices this means any other device such as a laptop/tablet that can be used for taking photographs or contact with someone via phone/text/e mail/social media platforms.

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 Head Teacher and the Senior Leadership Team is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors will adhere to this policy when in school.

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, while children are present/during contact time. Use of personal

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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 or classrooms when children are not present.



There may be circumstances in which it is 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
- In the event of an emergency involving a child; for example an injury in the playground so that contact can be established quickly with the SLT or Office Staff.

The head teacher 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 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.

Staff may have school e mails on their phones – they must ensure to keep this secure and use their password to login.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps unless this is for personal use outside of the school hours. Professional working life should be entirely separate from personal life. Staff must avoid publicising their contact details on any social media platform, website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones/other devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Staff must not use social media on their personal phone/other devices when with pupils at any time during the day.

School apps that are on personal mobile phones/other devices can be used in staff only areas, however, staff must ensure that any details are kept secure and are not shared with anyone outside of the school organisation.

3.4 Using personal mobiles/other devices for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Playground Duties in the event of first aid
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- In the event of the an emergency inside the building

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- Safeguarding Team to access online safeguarding records using the secure code system.



In these circumstances, staff will:

- Use their mobile phones/other devices in an appropriate and professional manner, in line with our staff code of conduct.
- Not use their phones/other devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil.

Not to use their phones/other devices to contact parents. If necessary, contact must be made via the school office.

3.5 Work phones/other devices

Some members of staff may be provided with a mobile phone/laptop/tablet by the school for work purposes.

Only authorised staff are permitted to use school phones/other devices, and access to the phone/other device must not be provided to anyone without authorisation. Staff must:

- Only use phone/other devices 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

Pupils in Years 5 and 6 can bring a mobile phone to school if they are:

- Travelling to school by themselves
- Young carers who need to be contactable
- Children must bring a letter from their parent/carer giving permission for their child to travel alone and bring a mobile phone with them.
- Pupils are to switch off their mobile phones once inside school and give them to their class teacher who will store them securely before returning them to the children at the end of the school day.

Pupils must adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

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4.1 Sanctions

Staff have the power to search pupils' phones, 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.

If a member of staff finds or is informed of inappropriate content on a child's mobile phone then they are to inform the safeguarding team immediately who will investigate what has happened and who was involved. Parents/carers will be informed of any incident involving a breach of the acceptable user policy.

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/other 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 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/other devices in lessons, or when working with pupils
- Not using phones/other devices where children are present and only using phones in a staff only area.

Parents, visitors and volunteers will be informed of the rules for mobile phone/other devices 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:

- Use their phone/other devices 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/other devices.

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

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Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use. 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/other devices,

as well as any work phone/other device provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones/other 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/other devices 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

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8. Appendix 1: Acceptable User Agreement for Pupils

Acceptable use agreement

1. You may not use your mobile phone during lessons.
2. Phones must be switched off (not just put on 'silent') and be given to the class teacher at the start of the day.
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 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:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.



9. Appendix 2: Template mobile phone information slip for visitors

Use of mobile phones/other devices 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 an area where there are no children.

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/other devices that are lost, damaged or stolen while you are on the school grounds.

A full copy of our 'Use Your Own Device' policy is available upon request.

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