

Mobile Phone Policy

Iver Heath Junior School



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1. Definitions:

For ease of reading, in this policy the term Mobile Phone, will be used to represent all personal communication devices that have access to make calls and/or send messages either through the cellular system or using the internet. This includes but is not limited to Mobile Phones, Smart Watches, Tablets etc.

2. Introduction and aims

At Iver Heath Junior School we recognise that mobile phones, including smart phones, are an important part of everyday life for some of 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

Governors will review and confirm the policy every 2 years.

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 with the children or during professional meetings with other adults. 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).

As such when staff are working with children in a classroom or any other area of the school their mobile phone must be safely away in a bag, drawer etc.

During staff meetings mobile phones should be away in pockets, bags, drawers etc. It may be appropriate to access it for specific reasons (such as to add a date to a diary/ check the school diary), if this is the case they should be accessed then put away again after the information is gathered.

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 staff believe they have a valid reason for this, they are required to discuss it with the headteacher before they make their phone available to themselves. The headteacher will decide on a case-by-basis whether to allow for special arrangements. This applies in both working with children and in staff meetings.

If special arrangements are not deemed necessary, school staff can use the school office number 01753 651382 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.

If specific events occur which might only be possible by using personal technology and/or cellular data, special permissions will be sought and all data captured will be deleted as soon as possible. One example is using staff mobile phones and/or cellular data to upload photos of the residential activities where the holiday park does not have wifi available.

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 unless specific permission have been granted.
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.5 Work phones

IHJS has 2 school phones, which can be used by staff if required. This may include but is not limited to: on a school trip, to make calls home when the school phone lines are busy/ not working, during an emergency.

Staff who are planning to use a school phone must request it from the headteacher at least 24 hours before it is needed so that it can be prepared.

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.
- 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 are not permitted to use mobile phones on school premises at any time when they are under the direct care of the school staff.

For other events related to the school but not led by the school, such as PTA events and holiday camps, the provider of the event will have their own procedures/guidance/policy related to mobile phone use by children in their care.

As a school we recognise there may be occasions where it may be supportive to families to allow a child to bring a phone to school, such as when a child who lives in more than one parental home is dropped off and collected by different parents or when Year 6 children are permitted to walk home alone with parental permission in the Summer term.

In these circumstances, children and parents are requested to complete a mobile phone agreement which will be kept on file and followed at all times.

In these circumstances, identified children are permitted to bring a phone to school but not use it on the school grounds. The child must bring their phone to the school office immediately on arrival at school and turn it off. It will then be stored in a sealed box until the child leaves the school building.

4.1 Sanctions

If the mobile phone agreement is broken in any way, school will not permit a child to bring their phone to school for a set period or permanently.

If a child is found to have a phone in school but not in the school office, it will be confiscated and not returned to the child. A parent or other family member will be contacted and the phone will only be returned to them.

(Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

If it is reported to us that a child has used their phone to commit any behaviours that are in conflict with our school Vision or Values or our behaviour policy we reserve the right to search this child's phone.

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.

In the first instance we will discuss the situation with the child and if we feel it is appropriate ask them to unlock their phone so we can look through it with the child.

If we find anything of concern we will contact a parent/carer and discuss what we have seen.

We may also take screen grabs and or copies of what is found if that is appropriate and legal to do so.

If we find anything of an illegal nature we will refer it to the Police.

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
- Online bullying

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:

- 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 handed in to be stored securely throughout the school 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 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.

This is clearly explained in the Mobile Phone Agreement.

Confiscated phones will be stored in the school office in a locked cabinet.

Lost phones should be returned to Mrs O'Donoghue or Ms Sondi in 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

Mobile Phone Agreement

The following are the expectations of a pupil within Iver Heath Junior School, which need to be adhered to, to allow you to bring a mobile phone to school.

You must agree to all of the statements and sign to indicate you understand that if you break any of them you forfeit your ability to bring a phone to school for as long as is decided by the school, possibly forever.

Child:

- I will bring my phone directly to the school office up on arriving at school.
- I will turn my phone off when I hand it in.
- I will not turn my phone back on until I am off school premises.
- I will never have my phone on me or in my bag, draw etc when I am at school.
- I will not use my phone at school to contact anyone at home, in school or anywhere else.
- I will travel to and from school safely with my phone, ensuring that I pay full attention when crossing any roads.
- I understand that I am legally too young to use social media sites and to do so is not being safe online.
- I will not use my phone to be unkind or aggressive to anyone.
- I will not use my phone to take or share any inappropriate images, audio file or films.
- I will not use my phone to access any website that I am not old enough to access.
- I will not share my personal details with anyone online if I do not know them or have my parent's permission to do so.

Parent:

- I will do all I can to ensure my child acts in accordance to the above statements.
- I understand that in school there are safeguards to accessing the internet but, on their phone, these are not as secure.
- I will be responsible for supporting my child to be safe online.

Signed _____ Child
Signed _____ Parent