 

**Meltham Moor Primary School**

**Mobile Phone Policy**

**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, staff code of conduct, acceptable use policy, data protection.

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

**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 SLT is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

**USE OF MOBILE PHONES FOR PERSONAL REASONS**

* Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, send messages or access the internet, while children are present/during contact time. Use of mobile phones for personal reasons, must be restricted to non-contact time, or to areas of the school where pupils are not present (such as the staff room/office area).
* 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 must discuss this with the headteacher who 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, 01484 859032 as a point of emergency contact.

**STAFF USE OF MOBILE PHONES FOR SCHOOL PURPOSES**

Whilst in most situations we advise that staff should use a school device for school purposes, we also recognise that there are situations where this is not possible. In addition, we also recognise that files, photos, information about our children can be accessed via various password protected and non-password protected (such as dojo/twitter/arbor/facebook/onedrive etc) and thus a total ban on mobile phone use for school purpose would be ineffective.

Staff are trusted to use their mobile phones in an appropriate and professional manner, in line with this policy and our staff code of conduct.

**DATA PROTECTION**

* When accessing children or family’s personal data (such as on arbor or CPOMS) this should ideally be done on a school device.
* There may be occasions when these devices are not to hand and as such it may be necessary to do so via a mobile phones. In these cases, staff are responsible for ensuring that they logout of these systems immediately after using.
* No personal data or other confidential information pertaining to children or families should be stored on a mobile phone. (For example a screen shot or photograph of a document)

(This includes, but not is not limited to SEN information, behaviour, pupil premium status, contact details, attainment data)

**SAFEGUARDING**

* Staff must not give their personal contact details to parents/carers 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.
* **Photos or videos must not be taken on a personal device.** (To do so would indicate to children that this it is appropriate for adults to take photos of them which could at another point, or in another setting, be a safeguarding risk)

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
* Emergency situations where incidents (such as unsafe behaviour) need communicating to a member of the SLT or office
* Whilst supervising off-site trips
* Whilst supervising residential visits

Staff are permitted to use personal mobile phones for contact and administrative purposes when supervising residential visits or school trips but not for photos/videos. These must be done on a school device.

In these circumstances, staff will:

* Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
* If necessary to contact parents this should ideally be done via the school office. If necessary to do so using personal mobiles (such as when off site) staff should ensure their caller id is withheld (this is allowable through the settings on most mobile phones)

**SANCTIONS**

* Staff that fail to adhere to this policy may face disciplinary action.

**USE OF MOBILE PHONES BY PUPILS**

* Children are discouraged from bringing mobile phones to school.
* Older pupils who do bring phones to school do so at their own risk. However, the pupil must agree to hand the phone into an adult during school hours. The school will not accept responsibility for any phone that pupils bring to school.

Circumstances in which pupils are allowed to bring a mobile to school may include:

* If travelling to school by themselves
* Young carers who need to be contactable

Pupils are not permitted to access their phones during the day.

**SANCTIONS**

If a pupil is in breach of this policy:

* Phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
* If they are confiscated a parent/carer will be required to collect the phone from school.
* 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.

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

**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.
* At public events they must only take photos/videos of their own child or through personal agreement with other parents/carers. In these situations, school take no responsibility for this.
* Using any photographs or recordings for personal use only, and not posting on social media without consent from the relevant parents/carers.
* Not using phones in lessons, or when working with pupils
* Only using their phones when in admin areas only

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 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.

**LOSS, THEFT OR DAMAGE**

* Pupils bringing phones to school 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
* Schools that confiscate phones from pupils become responsible for the phone, and can be held responsible for loss, theft, or damage.
* Lost phones should be returned to the school office. The school will then attempt to contact the owner.

**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
* Feedback from Governors
* Records of behaviour and safeguarding incidents
* Relevant advice from the Department for Education, the local authority or other relevant organisations

**APPENDIX 1: CODE OF CONDUCT/ACCEPTABLE USE AGREEMENT FOR PUPILS**

You must obey the following rules if you bring your mobile phone to school:

Phones must be handed in to the class teacher on arrival at school.

You may not use your mobile phone during lessons, or at any point during school hours.

Phones must be switched off (not just put on ‘silent’).

You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.

Avoid sharing your contact details with people you don’t know, and don’t share other people’s contact details without their consent.

Don’t share your phone’s passwords or access codes with anyone else.

Don’t use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:

Email

Text/messaging app

Social media

Don’t use your phone to send or receive anything that may be criminal. For instance, by ‘sexting’.

Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren’t in school.

Don’t use mean, rude or upsetting language while on the phone or when using social media. This language is not permitted under the school’s behaviour policy.

Don’t use your phone to view or share inappropriate or other harmful content.

Your parent/carer must give consent you to bring your phone to school.

If these rules are broken, the phone will be confiscated and parents/carers will be notified. You will then be unable to your phone to school for an agreed amount of time.

I give permission for my child to have their phone in school.

Child’s name………………………………………………………………………..…….

Parent/carer name………………………………………………………..…………..

Signed……………………………………..……………………..

Date……………………………