



Mobile Phone Policy

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1. INTRODUCTION AND AIMS

The term 'phone' in this policy denotes mobiles phones, iPods, iPads, MP3, MP4 players and any similar portable electronic devices such as smart watches.

At Breckland School we recognise that mobile phones, including smart phones and watches, are an important part of everyday life for our students, parents and staff, as well as the wider school community and can be of considerable value, particularly in relation to personal safety. However, balanced with this is the need to safeguard children and staff from cyber bullying, inappropriate use of the Internet and telecommunications, and the misuse of social media such as Twitter, Facebook, Snapchat and Instagram.

The policy at Breckland School is that student phones are banned from the school site during the school day.

Our policy aims to:

- Set clear guidelines for the use of mobile phones for students, 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 assistant principal (behaviour, attitudes and safeguarding) is responsible for monitoring the policy, reviewing it, and holding staff and students accountable for its implementation.

3. USE OF MOBILE PHONES BY STAFF

3.1 Personal mobile phones

The school recognises that personal mobile phones have the potential to be used inappropriately. Mobile phones should never be used to take photographs or video of children. Personal mobile phones should not generally be needed or used by staff, except as set out in the guidelines below:

- Should staff need to use their mobile phone, best practice is that mobile phones, wherever possible, should not be used in the presence of the children.
- Mobile phones must not be used during lesson times either to make or receive calls unless there is an emergency.

- Staff should never give their mobile phone number to any students. This also includes past students under the age of 18 years.
- Staff should exercise caution when giving their mobile number to parents as this could be misconstrued. The school is aware that some staff members are also parents at the school. If in doubt discuss this with a member of the SLT
- Trips and visits offsite: The staff member in charge should take the school mobile phone when off site. This phone should be used when communicating with parents. Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
- Staff mobile phones (including personal mobile phones) could contain confidential information regarding other members of staff such as personal phone numbers, e-mail addresses or pictures.
- All mobile phones brought onto the premises (including personal mobile phones) should have a password locking system enabled to ensure that their contents remain secure in the case of loss

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

More detailed guidance on data protection can be found in the Trust's data protection policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or students, 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 students.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. 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

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 students, their work, or anything else which could identify a student
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

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 STUDENTS

The school recognises the need for children to have access to a mobile phone for communication home. This helps with safeguarding and child protection especially in the long dark winter months.

To that end the school has adopted the following mobile phone best use policy:

- Students are allowed to bring mobile phones to and from school to ensure their personal safety at all times.
- If a student brings their phone to school, it must be kept switched off and in their bag.
- Any requirement for a parent/carer to contact a student or a student to contact their parent/carer can be done through the school reception.
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4.1 Sanctions

- Any student found in possession of their phone during the school day will have the phone confiscated.
- Schools are permitted to confiscate phones from students under sections 91 and 94 of the [Education and Inspections Act 2006](#)
- Confiscated phones can be collected at the end of the school day by the student's parent/carer or at the end of the following day by the student.
- Any refusal to hand a phone over to members of staff will result in a sanction in line with the school's behaviour 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 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 students, 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 students

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 students, their work, or anything else which could identify a student

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for students 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

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 students 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 Reception. 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 students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations