

September 2023

# Mobile/Smart Phone Policy



Audley Infant School

<b>Approved by:</b>	H Nelson J Cooper Co G	<b>Date:</b> September 2023
<b>Last reviewed on:</b>	September 2023	
<b>Next review due by:</b>	September 2024	

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## 1. Introduction and aims

At Audley Infant School we recognise that mobile phones, including smartphones, are an important part of everyday life for our pupils, parents/carers 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/carers 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 year, reviewing it, and holding staff and pupils accountable for its implementation.

### 2.2 Governors

Governors will review and agree the policy with the Headteacher each year.

## 3. Use of mobile phones by staff

### 3.1 Personal mobile phones and smart 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 mobile phones and smart phones, must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom). **Smart phones must not be visible or used during teaching time. They must not vibrate or be seen to be used during teaching time or in the presence of children. They must not be a distraction during teaching time.**

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

The headteacher will decide on a case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01254 52065 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed information can be found in the Online Safety Policy.

### 3.3 Safeguarding

- Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.
- Parents/carers will communicate via school email and school phone number.
- Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils. (See Online Safety Policy).
- 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.
- Staff members should not use their personal mobile phones to access the internet. They should use school equipment or access the school's WIFI. All internet activity in school is filtered and monitored with the Fortinet filtering software. Whilst using the internet on school premises you must be connected to it.

### 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
- › Leading PE in the Space Building

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
- › Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

### **3.5 Work phones**

A school mobile phone is located in the main office.

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 and Online safety Policy for more information.

## **4. Use of mobile phones by pupils**

Pupils are not allowed mobile phone or smart phone devices in school.

If a pupil has a mobile phone in school, it will be confiscated by a member of SLT and handed to a parent at the end of the day. They will be reminded of the mobile phone policy.

## **5. Use of mobile phones by parents/carers, volunteers and visitors**

Parents/carers, 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/carers, 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.

The Mobile Phone Policy is published on the school website.

## **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 travelling to and from school.

## **7. Monitoring and review**

The school is committed to ensuring that this policy has a positive impact on staff and to ensure the safety of pupils.

When reviewing the policy, the school will consider:

- Feedback from parents/carers 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

## 8. Appendix 1: 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 main office or an agreed space designated by a member of SLT. Please seek permission before using your phone
- 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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