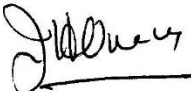




Mobile Phone Policy

Document Owner	Adrian Whiteley
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Signed	
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Policy statement on equality and diversity

The School will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of disability, gender, race, age, religion or belief, and sexual orientation.

Equality and diversity are integral to the School's priorities and objectives. We will support inter-faith and inter-cultural understanding and engage all students in playing a full and active role in wider engagement with society.

Purpose

This policy acts as a guide to the school's approach to the use of mobile phones.

Rationale

Version	Date of issue	Authorised by	Review date
1.1	September 2024	CEM/IPM	September 2026
1.2			
1.3			
1.4			

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1. Introduction and aims

At The Mosslands School we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community.

Our policy aims to:

Promote, and set an example for, safe and responsible mobile phone use.

Set clear guidelines for the use of mobile phones for students, 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. Use of mobile phones by students

2.1 We acknowledge that students will use their phones and other connective devices when traveling to and from school at the discretion of their parents and will therefore be in possession of a phone when arriving at school.

On entering the school premises, every student should turn their mobile phone off and secure their phone in their personally assigned Yondr pouch before entering the building each day. The Yondr pouch is a simple, secure pouch that stores a phone.

Students will maintain possession of their phones in their pouch and will not use them or attempt to open the pouch during the school day.

The Yondr pouch is assigned to each child and remains theirs for the duration of their time at the school.

- Loss of pouches should be reported to staff on duty at the school entrance point and a replacement will be organised. A charge towards the cost of a replacement may be made by the school.
- Deliberate damage to pouches will result in a charge being made for a replacement pouch.

The students can open their pouches at agreed stations on the perimeter of the school building as they leave each day.

In exceptional circumstances, where a student may need access to a phone (such as a diabetic child who uses their phone to check blood sugar levels), a slightly different design of pouch is available to allow phone access. Such circumstances need to be approved by the Headteacher.

Where urgent contact home by a student is necessary they should contact their house office at either break or lunchtime, the house office can then make contact and relay any message back to the student.

If a parent needs to make contact with a student, the administrative team will facilitate this and provide feedback to the parent.

2.2 Sanctions

Should students be found to be using their mobile phone without consent during the school day their phone will be confiscated and stored safely until the end of the school day. Confiscated phones will be stored securely. These can be collected by children from the canteen no earlier than 3.20 pm.

Students will receive negative behaviour points and an after-school detention. Should students refuse to hand their mobile phone to a member of staff, parents will be contacted. Repeat offence will lead to a more severe sanction and possibly suspension.



2.3 Loss, theft or damage

Students bringing phones to school must ensure that phones and other connected devices are appropriately labelled and are stored securely in their Yondr pouch throughout the school day.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or off the premises during educational visits or trips or while students are travelling to and from school.

Lost phones / pouches should be returned to Reception. The school will then attempt to contact the owner.

3. School Roles and responsibilities

3.1 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 AHT for Personal Development is responsible for monitoring the policy implementation, reviewing it, and holding staff and students accountable for its implementation.

3.2 Governors

Governors agree the mobile phone policy and oversee its implementation and effectiveness.

4. Use of mobile phones by staff and visitors

4.1 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 mobile phones must be restricted to non-contact time, and to be used where students 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 dependent or family member

The Headteacher 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 number as a point of emergency contact or a direct dial line.

4.2 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 guidance on data protection can be found in the Data Protection Policy and Acceptable Use Policy.

4.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers 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/carers 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.

4.4 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
- Liaison with contractors and suppliers

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/carers. If necessary, contact must be made via the school office or by using one of the landlines distributed throughout the school.

4.5 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.

4.6 Sanctions

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

See the school's staff Disciplinary Policy for more information.

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 students, unless of their own child only
- 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/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.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of students, their work, or anything else which could identify a student



Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 2 above.

Parents/carers 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. A procedure is in place for student needing to contact home.

6. 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/carers 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

