

# St Joseph's Catholic Primary School

## Use of Mobile Devices in school Policy



*'Walking in the footsteps of Jesus, loving and serving together.'*

<b>Version:</b>	<b>Two</b>
<b>Policy agreed (date):</b>	<b>February 2024</b>
<b>Policy published (including on website) (date):</b>	<b>February 2024 (V2 September 2024)</b>
<b>Next review (date):</b>	<b>February 2026 or as required</b>

Key Safeguarding Personnel			
Role	Name	Tel.	Email
<b>Head Teacher / Designated Safeguarding Lead (DSL)</b>	Mr Paul Bacon	01666 822331	pbacon@st-josephs-malmesbury.wilts.sch.uk
<b>Deputy DSL(s) (DDSL)</b>	Mrs Debbie Cambray-Smith	01666 822331	debbie@st-josephs-malmesbury.wilts.sch.uk
<b>Chair of Governors</b>	Mrs Kirsty Martin	01666 822331	KirstyMartin@st-josephsmalmesbury.wilts.sch.uk
<b>Computing and on-line safety leader</b>	Harry Wilkinson	01666 822331	harry@st-josephs-malmesbury.wilts.sch.uk

**Note:** This policy has been retained but amended to reflect changes to staff leadership and updates to the school's Safeguarding policy (2024).

### Introduction and aims

At St Joseph's Catholic Primary School, we recognise that mobile devices and emerging communication technology, including smart phones and watches, are an important parts of everyday life for our pupils, parents and staff.

Our policy aims to:

- Promote, and set an example for, safe and responsible device use

- Set clear guidelines for the use of mobile devices for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour
- Recognise that the way we communicate is continually evolving and that mobile devices used to enable communication change and therefore we need a policy that is adaptable applies to all devices used for remote or mobile communication.

This policy also aims to address some of the challenges posed by mobile devices in school, such as:

- Risks to child safeguarding and protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Where the term "mobile phone" or "phone" is used, this refers to any device that has mobile communication or image and sound capture capability.

## **1. Roles and responsibilities**

### **1.1 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 and IEB**

Governors / IEB are involved in monitoring or reviewing this policy every 2 years through FGB.

## **2. Use of mobile phones by staff**

### **2.1 Personal mobile phones and devices**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls or send texts and messages using a personal mobile device while children are present / during contact time. Use of personal mobile devices must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room). Staff should not carry mobile phones on their person unless this has been agreed with the head teacher.

This policy does however recognise that there may be occasions where it is agreed for a school adult to carry a mobile devices and phones on their person. Such instances would include but are not exclusive to:

- 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-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school phone number (01666 822331) as a point of emergency contact.

### **2.2 Data protection**

Staff must not use personal mobile phones or devices to process personal data, or any other confidential school information. This includes using mobile devices for video or other image capture linked to school business unless this has been specifically agreed with the headteacher.

### **2.3 Safeguarding**

Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff should avoid unwanted contact by parents or pupils by not publicising their contact details on any social media platform or website.

As detailed above, staff must not use personal mobile devices 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.

### **2.4 Using personal mobile devices for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile devices for school 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 device in an appropriate and professional manner, in line with our staff code of conduct
- Not use their mobile device to take photographs or recordings of pupils, their work, or anything else which could identify a pupil.
- Refrain from using their mobile device to contact parents. If necessary, contact must be made via the school office.

### **2.5 Work phones and devices**

Some members of staff are provided with a mobile phone or device by the school for work purposes.

Only authorised staff are permitted to use school mobile devices, and access to this must not be provided to anyone without authorisation.

Staff must:

- Only use the phone or device 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 phone or device is appropriate and professional at all times, in line with our staff code of conduct.

### **2.6 Sanctions**

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

See the school's staff disciplinary policy for more information.

## **3. Use of mobile phones and devices by pupils**

Pupils are allowed to bring a mobile phones to school when in Year 6, but must not use them in school.

Smart watches or similar devices with communication or image and sound capture capabilities must have these functions disabled.

All mobile phones must be turned off or silenced and handed to the adult at the school gate before entering the school site. They must be collected at the end of the day at the school gates. These mobile phones will be stored in the school office during the daytime.

The policy for Year 6 children bringing their phones to school applies to the following circumstances;

- Travelling to school by themselves
- Young carers who need to be contactable

### 3.1 Sanctions

If a pupil is in breach of this policy the following sanctions will apply:

- Phones or devices will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- The Headteacher or Assistant Headteacher will call the parent to explain what has happened and to arrange for the phone to be collected.

**Note:** 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 school staff to search a pupil's phone if they 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 or harm to another person

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

## 4. Use of mobile phones and devices by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to all adults on the school site or during an off-site school activity during the school day.

This means adults should:

- Not capture images or recordings of pupils on a phone or mobile device unless it's a public event and this use has been agreed. Examples of public events include but are not exclusive of school fairs or productions.
- Only use these photographs or recordings for personal use only, and not post these on social media without consent.
- Not use phones or communication devices during lessons, or when working with pupils.

Parents, visitors and volunteers will be informed of the rules for mobile phone and device use when they sign in at reception or attend a public event at school.

Contractors who need to use mobile devices for communication or image capture must do so in agreement with the headteacher or School Business Manager. Image capture must only relate to their work and must not include pupils or be undertaken if pupils are present. Communication outside of school should always be undertaken in restricted areas.

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

- Use their mobile phone or device to make contact with other parents whilst supervising or accompanying pupils.
- 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 personal devices, 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.

## **5. Loss, theft or damage**

Pupils bringing phones to school must ensure that mobile devices are appropriately labelled, and are stored securely when not in use.

Pupils must secure their mobile phones or devices as much as possible, including using passwords or pin codes to protect access to the device's functions.

Staff must also secure their personal phones and devices, as well as any work device provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile devices 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.

We will make sure pupils and parents are aware of the disclaimer above.

We will:

- Put signs up in the school office.
- Include disclaimers in your permission forms for bringing a mobile device to school.
- Include a disclaimer in your home-school agreement
- Provide a copy of your policy and disclaimer to parents at the start of year 6.

Confiscated phones will be stored in the school office in a secure location.

Lost phones should be returned to Mrs Anita Druce in the school office. The school will then attempt to contact the owner.

## **6. Monitoring and review**

This policy is monitored by school leadership and the governor / IEB committee responsible for monitoring and evaluation.

This policy will be reviewed within the periods specified or earlier if needed.

**Appendix 1: Permission form allowing a pupil to bring their phone to school when in year 6, to be handed in at the school gate and collected at the school gate at the end of the school day.**

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent(s) name(s):</b>	

The school has agreed to allow [pupil name] to bring [his/her] mobile phone to school because [he/she]:

- Travels to and from school alone
- Is a young carer
- Attends before or after-school where a mobile phone is required for the activity, or to contact parents

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct/acceptable use agreement.

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

## **Appendix 2: Template mobile phone and device information slip for visitors and contractors**

### **Use of mobile phones and devices in our school**

- › Keep personal mobile phones or devices on silent/vibrate while on the school grounds.
- › Store personal devices in a bag where possible. Bags can be left with office staff or stored in classrooms if required. Phones must not be visible at all times.
- › Do not use phones or mobile devices where pupils are present. If you must use your phone, please do so from a restricted area or off the school site.
- › Do not take photos or recordings of pupils unless this has been agreed in advance.
- › 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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