

North Ferriby C of E Primary School



Mobile Device Policy

‘ A Christian School with Children at its heart’

Approved by:

J Spencer

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1. Introduction and aims

At North Ferriby Cof E Primary School, we recognise that mobile devices, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

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

This policy also aims to address some of the challenges posed by mobile devices 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

The policy will be reviewed by the Safeguarding governor before recommendation for approval by the full governing body.

3. Use of mobile phones by staff

3.1 Personal mobile phones/ devices

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. Use of personal mobile devices must be restricted to non-contact time, and to areas of the school where pupils are not present.

There may be circumstances in which it's appropriate for a member of staff to have use of their device 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-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number [01482 631200] as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile devices to process personal data, or any other confidential school information. More detailed guidance can be found in the Data Protection policy.

3.3 Safeguarding

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

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 such as iPads, cameras, or Chromebooks.

Permission may be granted for exceptional circumstances, which will be at the headteacher's discretion.

3.4 Using personal devices 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
- › Accessing Google Classroom

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. If necessary, contact should be made via the school office or staff must ensure that their caller id is turned off their mobile phone before contact is made.
- › Ensure 'Photo stream' is disabled on all devices linked to school data, including photos.

3.5 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 pupils

Pupils are allowed to bring phones to school, but not use them. They must be turned off and stored at the school office or locked away by an adult in their classroom cupboard. The school will not accept responsibility for any devices in school.

4.1 Sanctions

If a pupil is in breach of this policy,

- › Devices may be confiscated (Schools are permitted to confiscate devices from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- › If they are confiscated, a member or the senior leadership team will collect it.
- › The DfE guidance allows staff to search a pupil's device if they have reason to believe the device 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 (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

Further guidance on sanctions can also be found in our Acceptable Use policy.

5. Use of mobile devices 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, 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, 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.

Further details can be found in the External School Health and Safety procedures and protocols document.

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

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely at the office or locked in their classroom cupboard (by an adult).

Pupils 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.

Pupils and parents will be made aware of the disclaimer above:

- A copy of the policy and disclaimer will be provided to new pupils and parents

Lost phones should be returned to the office. 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 pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents 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: Mobile device information slip for visitors

Use of mobile devices in our school

- › Please keep your device 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 come to an agreement with relevant staff to ensure children will not be present or left unsupervised
- › Do not take photos or recordings of pupils (unless it is your own child), or staff
- › Do not use your device in lessons, or when working with pupils

The school accepts no responsibility for devices that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile device policy is available from the school office.

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