



Bere Regis Primary and Pre-school

A policy for Mobile Technology In school

May 2022

Approved by:

Date:

Last reviewed on:

May 2022

Next review due by:

May 2023

1. Introduction and aims

At Bere Regis Primary and Pre-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 mobile 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, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The Safeguarding Governor will be responsible for ensuring the policy has been reviewed by the Headteacher each year.

3. Use of mobile devices by staff

3.1 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, during pupil contact time. Mobile phones should be stored in lockers in the staff room and not out on display. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

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-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01929 471 334 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.

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/observation/school trip/activity, this must be done using school equipment. Photographs should be cleared and / or stored on the school system as soon as possible.

3.4 School mobile phones

When supervising off-sight trips/visits, including residential trips, members of staff will be provided with a mobile phone by the school for work purposes. This should be used to contact school or parents should the need arise. The school mobile number will be given to parents to contact the trip leader in case of emergencies during residential trips.

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.

3.5 Using personal mobiles for work purposes

In some exceptional circumstances, it may be appropriate for staff to use personal mobile phones for work. For example, in 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 pupils, their work, or anything else which could identify a pupil.
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office.

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 devices by pupils

Pupils are not permitted to use mobile phones whilst on school premises. Pupils in Key Stage 2, who walk to or from school unsupervised, may bring a mobile phone to school. This must be switched off and handed in to the school office at the start of the day and may be collected at their departure from school (3.15pm or at the end of an extra-curricular club). Pupils in Key Stage 1 are not permitted to bring mobile phones to school under any circumstances.

Pupils may not bring mobile phones or electronic devices (e.g. DS, iPad) on residential trips.

All pupils are required to sign an Acceptable Use Agreement as part of their learning in computing and the wider curriculum. This agreement sets out the acceptable use of the school tablets and other school based electronic devices and the associated protocols.

4.1 Sanctions

Any pupil in breach of this policy will be required to hand over their mobile phone to a member of school staff. Parents will be informed and will be required to collect the mobile phone from the school office personally.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school's behaviour policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

(Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#) 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.

Staff, pupils and parents should inform the Headteacher or DDSL if they find inappropriate content on a mobile phone or school mobile device, or if they suspect inappropriate behaviour.

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:

- 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 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 the school office or attend a public event at school. A summary of the rules will be provided.

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 easily identified (e.g. labelled) and handed in to the school office.

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.

Staff, pupils, parents and volunteers will be made aware of this disclaimer by:

- Including the disclaimer in the summary of the rules when signing in at the school office.
- Including the disclaimer in the permission form for bringing a phone to school
- Including a disclaimer in the home-school agreement.
- Providing a copy of the policy and disclaimer to new pupils and parents

Confiscated phones will be stored in the school office in the safe until they are collected by the parent.

Lost phones should be returned to the Headteacher or school 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 consider:

- 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. Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff Code of Conduct
- Data protection policy and privacy notices
- Complaints procedure
- Online Safety Policy
- Home-School Agreement



Appendix 1: Home school Agreement

Pupils code of conduct.

"I agree not to bring a personal mobile phone to school unless the Headteacher has permitted me to do so in writing."

You must obey the following rules if you bring your mobile phone to school:

1. Phones must be switched off (not just put on 'silent') and handed to the school office on arrival to school. Phones may be collected when you depart from school.
2. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
3. Don't share your phone's passwords or access codes with anyone else.
4. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
5. Don't use your phone to send or receive anything that may be criminal.
6. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.

Permission form allowing a pupil to bring their phone to school

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

The school has agreed to allow _____ to bring his/her mobile phone to school because he/she walks to and from school alone.

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.

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	
Authorised by / Date:	

Appendix 2: Template mobile phone information slip for parents / 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 'Meeting Room' – please ask the school office for the key to this room.
- 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 device policy is available from the school office.