



Marriott Primary

Achieving Together

MOBILE PHONE POLICY

Approved	6th July 2021
Signed (Chair of Governors)	<i>Steve Wilson</i>
Reviewed (Due: 6th July 2024)	
Signed (Chair of Governors)	

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1. Introduction and aims

At Marriott Primary School we recognise that mobile phones, including smart phones and smart watches, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. **This policy will refer to mobile phones throughout. By mobile phones, we also include smart phones, smart watches and any technology that is capable of transmitting, receiving and storing either audio, video or photographic data.**

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 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 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors are responsible for approving this policy every 3 years or earlier if there is a change required.

3. Use of mobile phones by staff

All staff are reminded that it is not acceptable to have a mobile phone switched on during lessons. During class time staff should not check their phone for text messages. Neither is it acceptable for staff to talk on phones walking around the school building/outside at playtime/on trips with children/during sporting events/at meetings during the normal school day. It is OK to check when

in the staffroom. If staff have an emergency situation where they may need access to their phone, this should be declared to Jo Marshall.

The exception to this rule is Andy Blockley & Jo Marshall who may be required to contact contractors from various parts of the school building.

Staff must never use their own mobile phones or any other personal device to take photographs, video or record children.

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, whilst children are present, in the playground or in the classroom. 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). Exceptions to this will be Premises Office staff and Business Manager whilst making calls to contractors.

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 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.

More information is available in the school data protection policy and acceptable use policy.

3.3 Safeguarding

Staff must not give 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 accept friend/ follow requests from parents or pupils.

This is also included in the staff handbook, acceptable use policy and social media 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 must not use their mobile phones to access the school Wi-Fi.

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
- Absence reporting

This is linked to our Education Visits policy.

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
- Block their phone number so that it cannot be seen by the recipient. If possible, contact should be made via the school office.

3.5 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.

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 phones by pupils

Mobile phones are not allowed at school unless parents have made a prior agreement with a member of SLT. Phones must be handed to a teacher or the school office at the start of the day and be collected at the end of the day. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.

Pupils should not use their mobile phone on school site and may not have access to them at break or lunchtimes.

Pupils must adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

4.1 Sanctions

If pupils use phones inappropriately, their phone will be confiscated and this will be collected by a parent.

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 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.

Any inappropriate content found or if inappropriate behaviour is suspected, the Safeguarding Lead must be contacted who will contact the Duty and Support service for advice and action. Parents will be contacted if and when this is appropriate.

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:

- Bullying
- Sexting
- 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 reception or attend a public event at school.

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

If, with prior agreement, a pupil is bringing a phone to school, it should be clearly labelled and handed into 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.

Pupils who bring their mobile phones into school must complete a permission form which is available on ParentMail.

Confiscated phones will be stored in the school office in a locked cabinet. Lost phones should be returned to the 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 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: Acceptable use agreement for pupils

Mobile phones are not allowed at school unless parents have made a prior agreement with a member of SLT. Phones must be handed to a teacher or the school office at the start of the day and be collected at the end of the day. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.

If, with prior agreement, mobile phones have been brought to school, the following applies:

1. You may not use your phone during lessons.
2. Phones must be switched off (not just put on 'silent') when you arrive at school.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils on the school premises.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. 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
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.

9. Appendix 2: 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 [pupil name] to bring [his/her] mobile phone to school because [he/she]:

- Travels to and from school alone
- Is a young carer
- Is attending a school trip or residential where use of mobile phones will be allowed
- Needs the phone for an educational activity during class time
- 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 acceptable use agreement.

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

The school accepts no responsibility for the loss, damage or theft of this phone.

Parent signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	