



Mobile Phone Acceptable Use Policy

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1. Introduction and aims

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

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 students, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour:
 - Safeguarding policy
 - Behaviour policy
 - Staff Code of Conduct
 - E safety including Social Media Policy
 - GDPR privacy notice
 - Appropriate use of images
 - ICT acceptable use policy
 - Data protection
 - Privacy notice

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 DSL is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

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Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, personal calls, or send personal texts, while with children present unless in exceptional circumstances.

However, mobile phones may be used to authenticate logins using approved 2-factor authentication apps where a school system requires it. Likewise staff can use their mobile phones to support the school's behaviour system.

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, DSL or member of SLT will decide on a case-by-basis whether to allow for special arrangements.

Staff are to not use their camera to take photos for any reason. Other than those whose role means that images of the building, fixtures and fittings need to be taken on occasion - where this is the case there should be no risk of students being in the images.

Staff Code of Conduct - August 2021 - Pg 8

'Be aware that, under no circumstances, will you be expected, or allowed, to use your personal equipment to take images of students at or on behalf of the school. This means that you must:

- *adhere to the school's policy in this respect*
- *only publish images of students where they and their parent/carer have given explicit written consent to do so*
- *only take images where the student is happy for you do so*
- *only retain images when there is a clear and agreed purpose for doing*
- *store images in an appropriate secure place in the school or setting*
- *ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose*
- *be able to justify images of students in your possession*
- *avoid making images in one to one situations.*

This means that you must not:

- *take images of students for your personal use*
- *display or distribute images of students unless you are sure that you have parental consent to do so (and, where appropriate, consent from the child)*
- *take images of children using personal equipment*
- *take images of children in a state of undress or semi-undress*
- *take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care*
- *make audio recordings of a child's disclosure*
- *take images of children which could be considered as indecent or sexual.*

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3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Linked policies on website:

- GDPR privacy notice
- Appropriate use of images ICT
- Acceptable use policy
- Data protection policy

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 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

Please refer to 3.1 for details of mobile phone usage by teachers.

3.3 Using personal mobiles for work purposes

There are school mobile phones that can be used for residential trips or school visits. 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
- Supporting the school's behaviour system.

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. If it is deemed necessary to contact parents then 141 must preface the call. If necessary, contact can also be made via the school office or via the Iris System (preferable if accessible)

3.4 Sanctions

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

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4. Use of mobile phones by students

It is understood that many parents feel safer knowing that their child has a mobile phone when they are travelling to and from school, however:

Mobiles phones are not to be seen or heard whilst students are on the school site.

Earbuds/airpods are banned items across the school.

- Mobile phones must not be seen or heard whilst on the school premises
- students must not use their mobile phones during the school day or anywhere on school site.
- Earbuds/Airpods will be treated in the same way as a mobile phone, as this will be taken as an indicator that the student is using their mobile phone device.

THE SCHOOL TAKES NO RESPONSIBILITY FOR ITEMS BROUGHT INTO SCHOOL IF THEY ARE LOST OR STOLEN, INCLUDING IF THEY ARE CONFISCATED.

4.1 Sanctions

If a student is found to be using their mobile phone or earbuds/airpods on school site the phone will be confiscated and handed in to the office. (Schools are permitted to confiscate phones from students under sections 91 and 94 of the [Education and Inspections Act 2006](#))

- On the first occasion the mobile/earbuds will be given back at the end of the day to the student and a 50 minute detention issued
- On the second occasion, the mobile/earbuds will be kept until the end of the week and then parents will need to come and collect. A 50 minute detention will be issued
- On the third occasion, the mobile/earbuds will be kept until the end of term and then parents will need to come in and collect. A 50 minute detention will be issued

Staff have the power to search students' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows school to search a student's phone if we 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.

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 / sharing nudes or semi nudes
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.

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This means:

- Not taking pictures or recordings of students
- Not using phones in lessons, or when working with students

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 except with permission from a member of SLT or the trip leader or in an emergency
- Take photos or recordings of students, their work, or anything else which could identify a student

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

Staff must secure their personal phones. 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 students are travelling to and from school. These rules also apply to staff mobile phones.

A copy of this policy (including the disclaimer) is available to parents to read on the school website

Confiscated phones will be stored in the school office in a secure location. Our school secretaries are responsible for their safe keeping

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 students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

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Appendix 1: Template mobile phone information slip for 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 students are present. If you must use your phone, you should go to school reception or a private space unless it is an emergency
- Do not take photos or recordings of students (unless with permission from the Headteacher), or staff
- Do not use your phone in lessons, or when working with students

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 Acceptable Use policy is available on our school website

