



Mobile Phone Policy (including smart devices)

<i>Review date</i>	June 2026
<i>Review period</i>	Triennial
<i>Next Review date</i>	June 2029
<i>Policy type</i>	Non-legislative
<i>Other related policies</i>	• Staff and Visitors Code of Conduct • Safeguarding and child protection policy • Data protection policy • Online Safety policy • Disciplinary Policy

Contents

1. Introduction and aims	1
2. Roles and responsibilities	1
3. Use of mobile phones/smart devices by staff	2
4. Use of phones/smart devices by pupils.....	3
5. Use of phones/smart devices by parents, volunteers and visitors	3
6. Loss, theft or damage	4
7. Monitoring and review	4
Appendix 1: Code of Conduct/Acceptable use agreement for pupils	5
Appendix 2: Permission form for allowing a pupil to bring their phones/smart devices to school.....	6

Introduction and Aims

At The Griffin Primary School we recognise that mobile phones, including smart devices, 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 phone use
- Set clear guidelines for the use of mobile phones or smart 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 phones or smart 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

Roles and Responsibilities

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.

Governors

The Trustees will review this policy as part of their termly meetings in line with the review date.

Use of Mobile Phones or Smart Devices by Staff

Personal Mobile Phones or Smart Devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during lesson time. Use of personal mobile phones or smart devices 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 exceptional circumstances in which it's appropriate for a member of staff to have use of their phone or smart device during contact time (eg. In the case of acutely ill dependents or family members) and these will be decided by the headteacher on a case-by-basis and the phone or device must be stored in a high cupboard at the back of the classroom in these exceptional circumstances.

School staff should provide the school office number as a point of emergency contact whenever possible.

Data Protection

Staff must not use their personal mobile phones or smart devices to process personal data, or any other confidential school information. (Also refer to data protection policy, staff code of conduct and ICT acceptable use policy.)

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 phone or smart device 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. (Also refer to data protection policy, staff code of conduct and ICT acceptable use policy.)

Using Personal Mobiles or Smart Devices for Work Purposes

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

Whenever possible staff will use the school mobile phone.

Work Phones

The school has a mobile phone which staff will be expected to use if going off-site on visits for emergencies. 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.

Sanctions

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

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

Use of Mobile Phones or Smart Devices by Pupils

Pupils are only allowed to bring a mobile phone or smart device to school if they are in Year 5 or 6 and are:

- Travelling to school by themselves (ie without an adult)
- Young carers who need to be contactable

Parents who wish their child to bring their mobile phone or smart device to school in line with the above circumstances are expected to inform school using the 'Permission to bring a mobile phone or smart device to school form', accepting that this is done at the child's own risk and the school holds no liability for damage or loss (see Appendix 2).

On arrival at school, pupils will be expected to:

- Turn their phone or smart device off
- Put their phone or smart device in the box provided, which will then be stored securely in the main school office until just before home time.

The box will be collected by a member of the class to take back to the classroom.

Pupils must adhere to the school's policy for Online Safety and acceptable use agreement.

Sanctions

Sanctions will be in line with our Positive Behaviour and Relationships Policy.

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 you to search a pupil's phone if you 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.

The school takes conduct such as bullying or harassment extremely seriously. 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

Use of Mobile Phones and Smart Devices by Parents, Volunteers and Visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy in the same way that 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 or smart devices in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile phone and smart devices 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 or smart device 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.

Loss, Theft or Damage

Pupils bringing phones to school must ensure that phones are labelled with their name, and are handed into the school office to be stored securely during the school day.

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 or smart 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. Signs in the school entrance will inform parents and visitors of this and it is also on the permission forms for bringing a phone to school

Lost phones should be returned to the office manager in the main office. The school will then attempt to contact the owner.

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



Code of conduct/acceptable use agreement for pupils

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

1. Only pupils in Years 5 and 6 are allowed to bring their mobile phone or smart device to school if they walk to school and a permission form has been received from their parents.
2. Mobile phones or smart devices must be named.
3. Mobile phones or smart devices must be switched off on arrival at school.
4. Mobile phones must be placed into the mobile phone/smart device box in the classroom upon arrival at school. They will then be stored securely in the school office until home time.
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 or smart device 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 mobile phone/smart device to send or receive anything that may be criminal.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone/smart devices even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the mobile phone/smart device or when using social media. This language is not permitted under the school's behaviour policy.
11. You must comply with a request by a member of staff to switch off and hand in your mobile phone/smart device upon arrival at school. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

Signed: _____ (Pupil)

Date: _____



Permission form allowing a pupil to bring their mobile phone/smart device to school

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

The school has agreed to allow the pupil named above to bring their mobile phone/smart device to school because they:

- Travel to school by themselves (ie. without an adult) ☐
- Are a young carer ☐

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

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

This agreement will remain in place unless otherwise informed by the parent or permission has been revoked by the school.

Parent signature: _____

Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	