



# ***Mobile Phone Policy***

Effective September 2023



# ***Contents***

<b>Introduction</b>	<i>page 3</i>
<b>1. Advantages</b>	<i>page 3</i>
<b>2. Disadvantages</b>	<i>page 3</i>
<b>3. Policy on Possession and Use of Mobile Phones by Pupils</b>	<i>page 4</i>
<b>4. Use of mobile phones by staff</b>	<i>pages 4 – 5</i>
<b>5. Use of mobile phones by parents/carers, volunteers and visitors</b>	<i>page 6</i>
<b>Mobile Phone Permission Slip</b>	<i>page 7</i>
<b>Policy Review Form</b>	<i>page 8</i>





## Introduction

At Summerlea School, we understand that mobile phones play an increasing role in the lives of young people and that parents/carers are more accepting of their children carrying a mobile phone for a variety of reasons. Our school has always recognised the wish of some parents for their child to carry a mobile phone and has allowed children, with parental permission, to bring mobile phones to school which must be kept by the class teacher for the duration of the school day.

Previously, the sole facilities on mobile phones were making calls and text messaging. However, in the age of smart phones, this technology is ever-expanding and a wide range of apps, camera facilities and internet are available to the increasing number of children with these devices, often with little or no control or monitoring by adults.

In light of this, the school has reviewed its mobile phone permission form and has created this policy to ensure that eSafety procedures are adhered to, and child protection and safeguarding concerns are avoided, through the use of mobile phones when at school. The Governors accept that it is unrealistic to have a policy which completely prohibits pupils from bringing phones to school.

**Therefore, our policy prohibits the unauthorised use by pupils of mobile phones while on school premises, in the grounds or during off site activities e.g. school swimming or trips.**

## 1. Advantages

The main advantage of children carrying mobile phones is to provide a sense of safety and security if a child in Year 5 or Year 6 has permission to walk to and/or from school independently. A mobile phone can also provide children with opportunities to develop mobile communication etiquette, and media and communication skills as well as learning about digital safety.

## 2. Disadvantages

Use of mobile phones (particularly with the advent of increasingly sophisticated equipment and camera phones) can also present a number of problems, including:

- **Theft:** mobile phones are often valuable and therefore might render a pupil vulnerable to theft.
- **Targeting:** mobile phones (and their cost and level of sophistication - or otherwise) can make pupils objects of envy or disparagement and could have implications with regard to discipline and potential bullying.
- **eSafety:** use of the newer phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.
- **Exposure:** many mobile phones offer Internet access, giving children access to websites, chat rooms and apps that parents may not normally allow children to access and which may be inappropriate and unsuitable.

### 3. Policy on Possession and Use of Mobile Phones by Pupils

- 3.1** Only children in Years 5 or 6 who have parental permission to travel to/from school independently may bring a phone into school. In this case, a mobile phone permission slip must be signed, by both the parent/carer and the child, and returned to the school office before the phone is permitted in school.
- 3.2** Phones in school **must remain switched off and in bags** once on the school site and may not be used, for any purpose, on school premises, grounds or during off-site school activities (such as school swimming or sports activities), unless especially authorised by a member of staff.
- 3.3** Pupils must place their phones in the class box as soon as they enter the school building and collected again just before the end of the school day. The phone should be clearly marked, with name and class of the child to whom it belongs, and **switched off and in bags until the child is off the school site. This is especially important for children attending after school clubs.**
- 3.4** The school will not take any responsibility for the loss, theft or damage of mobile phones. Pupils bring them to school entirely at their own risk.
- 3.5** Where a school pupil is found by a member of staff to be in unauthorised possession of a mobile phone, the phone will be confiscated from the pupil and returned only to the parent or carer.
- 3.6** 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
  - 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
  - The school will treat breaches of this policy seriously, as we would treat any other breach of school rules, and discipline accordingly.

### 4. Use of mobile phones by staff

#### 4.1 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 contact time with pupils.

All personal staff phones should be switched off or be silent during school hours.

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 01903 856783 as a point of emergency contact.



## **4.2 Data protection**

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

Please refer to our Data Protection Policy and the Acceptable Use of the Internet Policy.

## **4.3 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.

Please refer to our Staff Code of Conduct

## **4.4 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

In these circumstances, staff will:

- Use 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

## **4.5 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.

## **4.6 Sanctions**

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

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



## **5. Use of mobile phones by parents/carers, 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 or helping on a school trip.

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 when working with pupils or accompanying them on a school trip.

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception, attend a public event at school or are helping with a school trip.

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 any other child other than their own.

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.



SUMMERLEA C.P. SCHOOL  
(West Sussex County Council)  
**MOBILE PHONE PERMISSION SLIP**

*To be completed by parent/carer and child.*

I ..... *(name of parent/carer)*  
request that my child ..... *(name of child)* in ..... class  
be allowed to bring a mobile phone to school because.....  
.....  
.....  
.....  
.....

Signature of parent/carer.....Date.....

I ..... *(name of child)* understand that I must not use my phone whilst  
in the school grounds or in the building and that I must put my mobile phone in the class box / safe place as  
soon as I come into the school building.

I understand that I must collect it from the class box after 2:55 pm.

I also understand that if I break these rules my phone will be confiscated and given directly to my  
parent/carer.

I understand that my phone must be clearly marked with my name and class.

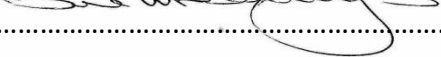
Signature of child.....Date.....





This policy was approved by the governing body of Summerlea Community Primary School

in: .....September 2023.....

Signature of Chair of Governors: ..........

Signature of Headteacher: .....



## Policy Review Form

*Please complete this section when reviewing and updating this document.*

<i>Author</i>	<b>Name</b> Karla Strong	<b>Date</b> September 2019
<i>Reviews</i>	<b>Name</b> Karla Strong	<b>Review Period</b> ( <i>to be carried out every 2 years</i> ) July 2021

<i>Information Source</i>	<b>Name</b>	<b>Date</b>
---------------------------	-------------	-------------

<i>Change Control</i>	<b>Sections Amended</b>	<b>Author</b>	<b>Date</b>
	Introduction – ‘kept by the class teacher for the duration of the school day’ added.	Karla Strong	July 2021
	Removal of ‘their’ in personal use of mobile phones to reflect they may have someone eleses.	Karla Strong	Sept 23