Kirtlington
C.E. School

Mobile Phone and Smart Devices Policy

Reviewed and approved by: FGB

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1. Introduction and aims

At Kirtlington CE Primary School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 annually, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Governors

Governors are responsible for reviewing the policy annually.

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 use their mobile phone for personal use while children are present. Use must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

Smart watches that are not camera enabled may be worn in school and should be kept on airplane mode or similar to prevent incoming messages from displaying.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- 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 01869 350210 as a point of emergency contact.

4.2 Driving

Practitioners and their managers who will be required to drive on behalf of the setting must ensure any work/and or personal mobile phones are to be switched off whilst driving.
Under no circumstances, when driving on behalf of the organisation, should staff make or take a phone call, text or use the enhanced functions of a mobile phone. This should also apply to the use of hands-free and wireless connections, which should be considered a distraction rather than a safer alternative.

4.3 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance can be found in the school's GDPR data protection policy and the online safety and acceptable use policy.

4.4 Safeguarding

Staff must not give their personal contact details to parents/carers 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/carers or pupils.

Staff should not use their personal 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.

4.5 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:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

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/carers. If necessary, contact must be made via the school office

If, in exceptional circumstances, a school device is unavailable and staff are required to use a personal device to record evidence for work purposes, all photographs or recordings should be transferred to the school storage system as soon as possible and data deleted from the personal device in the presence of a second member of staff (including back-ups).

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 pupils

Pupils at Kirtlington CE Primary School are not permitted to have mobile phones in school.

Mobile telephones are not permitted on any school trips or residentials, unless with express permission from the headteacher for medical or other agreed purposes.

The wearing of any smartwatch with camera or internet connectivity is prohibited.

5.1 Exceptions

The school may permit pupils to bring a mobile phone to school or use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact Kyla Bates, headteacher, via the school office. See Appendix 2: Permission form allowing a pupil to bring their phone to school. Reasons may include:

- Pupils travelling to and from school by themselves.
- Young carers who need to be contactable
- Pupils with medical conditions such as diabetes who require a mobile phone for health reasons.

Should a pupil in Year 5 or 6 require a mobile phone for the journey independently to and from school, this must be switched off and handed in to their class teacher or the office immediately on arrival in school. Any pupil mobile telephones will be stored securely by staff for the duration of the school day

Pupils who are granted exceptions must use their mobile phones only as agreed and adhere to all other aspects of the mobile phone policy.

5.2 Online Safety

At Kirtlington, we educate children about Online Safety (see our Online Safety Policy) through: computing curriculum; Internet Safety Day; NSPCC assemblies; and weekly tips and hints in class and whole-school assembly. Parents receive signposting to information about safe internet use at home and how to control setting on devices that children have access to. Older pupils will receive lessons on safe and correct use of personal electronic devices and social media more generally, to encourage healthy interactions with mobile phones and smart devices beyond school.

5.2 Sanctions

If a pupil is in breach of the policy their mobile phone will be confiscated and parents will be contacted to collect the telephone from the school. Parents may be asked to attend a meeting with the headteacher (refer also to the school's behaviour policy).

Confiscated phones will be stored in the school office in a locked drawer.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of Keeping Children Safe in Education

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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:

- Mobile phones should be switched off and out of sight on school premises, unless at a public event (such as during performances).
- Not taking pictures or recordings of pupils, unless it's at a public event, or of their own child

- Using any photographs or recordings for personal use only, and not posting on social media without consent

Parents/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

6.1 Visitors who require the use of a mobile telephone during a visit

Visitors, including contractors, who require the use of their phone during a visit must inform staff on their arrival. They must:

- Have mobile phones on silent when in rooms where pupils are present
- Not take pictures or recordings of pupils or their work, unless explicitly agreed by the headteacher for a specific purpose.
- Only make or receive telephone calls in the school office, staff room, plant rooms, or outside of the school buildings, and only when there are no pupils present.

7. Loss, theft or damage

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 when travelling to and from school.

8. 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/carers, pupils and staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of Kyla Bates, headteacher, in a timely manner.

9. Related policies

- GDPR data protection policy
- Behaviour policy
- Online safety and acceptable use policy
- Visitors Policy
- Staff code of conduct
- Staff disciplinary policy

10. Appendix 1: Permission form allowing a pupil to bring their phone to school

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

The school has agreed to allow _____ to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where the use of a mobile phone will be allowed
- Other (please specify) _____

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.

The school reserves the right revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 2: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please leave mobile phones behind if not needed for your visit
- Please switch your mobile phone off while on the school grounds and keep it out of sight
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school office
- Do not take photos or recordings of pupils or staff
- Do not use your phone 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 phone policy is available from the school office.

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