

Mobile phone policy

Park Spring Primary School



Approved by:	R Horan (Headteacher)	Date: June 2023
Last reviewed on:	June 2025	
Next review due by:	June 2027	

Contents

1. Introduction and aims.....	3
2. Roles and responsibilities	3
3. Use of mobile phones by staff.....	3
4. Use of mobile phones by pupils	5
5. Use of mobile phones by parents/carers, volunteers, and visitors	5
6. Loss, theft or damage	6
7. Monitoring and review.....	6
8. Appendix 1: Acceptable Use Agreement for pupils	7
9. Appendix 3: Permission form allowing a pupil to bring their phone to school	8
11. Appendix 4: Mobile Phone Information for Visitors.....	9

1. Introduction and aims

At Park Spring Primary we recognise that mobile phones, including smart phones, 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, and set an example for, safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers.
- Support the school's other policies, especially those related to Keeping Children Safe in Education

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

3. Use of mobile phones by staff

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, while children are present. 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 staffroom).

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 0113 2552526 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

3.3 Safeguarding

Staff must refrain from giving 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 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.

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

<https://parkspringprimary.co.uk/key-information/policies/>

Wherever possible you will be provided with a school mobile phone which you will be able to use for mobile data reasons and messaging families while on trips and residential. In circumstances where this is not possible you will be granted permission to use your personal mobile data should you see it necessary.

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.

3.5 Work phones

For trips and residential 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

As a school we understand that mobile phones are a vital piece of technology for many families and children to ensure they are safe and to keep in contact. We ask that:

- Pupils in years 4, 5 and 6 only are allowed to bring a mobile phone to school.
- Phones **MUST** be handed in to the class teacher for safe keeping during the school day and switched off.
- If pupils are late into school, they must leave phones with the school office for safe keeping.

Mobile phones will be returned to each pupil at the end of the school day and **MUST NOT** be switched on until they have left the school site.

Pupil Mobile Phones are not permitted of School Trips and will be left in school for collection at the end of the school day/after the trip.

For overnight stays, mobile phones are **NOT** permitted at all. If found these will be confiscated.

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

4.1 Sanctions

If pupils are not adhering to the above rules their mobile phone will be confiscated and will be locked in the school office (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

If their phone is confiscated, it will need to be collected by a responsible adult at the end of the school day. Continuous misuse of mobiles phones will result in our Behaviour Policy rules being invoked.

Staff in school have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows us to search a pupil'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.

If you have reason to believe that an offence is being committed with the use of mobile phones, please email school with full details to allow us to investigate.

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 (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.

5. 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:

- 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/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 4 above.

Parents/carers 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

Pupils bringing phones to school must ensure that phones are appropriately labelled/identifiable and are handed to a member of staff as set out in section 4.

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.

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 consider:

- Feedback from parents/carers 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

Acceptable Use Agreement

"I agree not to bring a personal mobile phone school trips/visits unless a teacher has permitted me to do so in writing."

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

1. You may not use your mobile phone during lessons,
2. Phones must be switched off (not just put on 'silent').
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 without their consent and while 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.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately (see section 4) before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

9. Appendix 3: 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:

➤ Travels to and from school alone

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.

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 4: Mobile Phone Information 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 pupils are present. If you must use your phone, you may go to the staff room.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or 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.
