

Our Lady's Catholic Primary School



**We aspire that through the love of Jesus everyone should
“have life and have it to the full.”**

Jn. 10v10

MOBILE PHONE POLICY

Approved by: DPO and Governing Body	Date: September 2020
Last reviewed on:	Date: September 2024
Next review date:	September 2026

Introduction and aims

At Our Lady's School we recognise that mobile phones, including smart phones, 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 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 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 and SMT, in consultation with the Governing Body are responsible for monitoring the policy every 2 years, reviewing it and holding staff and pupils accountable for its implementation.

Parents/Visitors/Contractors/Volunteers

Mobile phones must not be used on Our Lady's School grounds or in the school buildings.

Photographs must only be taken at authorised events such as carol concerts, performances etc. Parents have signed consent forms accepting their responsibility to only use any images for personal use and not to share on any social networking sites.

Other professionals must not use mobile phones in the immediate vicinity of children. We recognise that contractors, IT Technicians etc. will need access to mobile phones and they will be directed to office or staffroom areas.

Visitors should not access content that is not suitable for professional use whilst on a school site. This includes social networking, pornography, inappropriate websites, dating websites etc.

Anyone who does not follow this code may be asked to leave the premises. They may not be allowed to return.

Use of mobile phones by staff

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 staff room and school offices).

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 01432 274814 as a point of emergency contact.

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 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. Staff sign consent forms (Staff Acceptable Use Agreement/Code of Conduct) annually to ensure that all staff are aware of their professional responsibilities when using any form of ICT.

Data Protection

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

Pupil Policy

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Our Lady's School accepts no liability for the loss or damage to mobile phones which are brought into the school or the school grounds or whilst pupils are travelling to and from school.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office staff who will record the name of the pupil and attach it to the phone. The mobile phone will be

stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues on more than three occasions, then the school will confiscate the phone until an appropriate adult collects the phone from a member of the senior management team. Where a pupil persistently breaches school guidelines, the Headteacher may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or permanent ban.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or staff, this will be regarded as a serious offence and disciplinary action will be taken in accordance with Our Lady's Behaviour Policy. In some instances an offence may have to be reported to the Police. Where it is deemed necessary to examine the contents of a mobile phone this will be done by a member of the Senior Management Team and one other designated member of staff. The action will be recorded in case it later becomes evidence of criminal activity. The record will include the time, who was present and what is found.

Risks and types of incidents of misuse of mobile phones in school and outside school – examples:

- Bullying by text, image and email messaging
- Making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- Pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others.
- General disruption to learning caused by pupils accessing phones in lessons
- The deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as Facebook or YouTube
- Publishing photographs of vulnerable pupils, who may be on a child protection plan, where this may put them at additional risk
- The use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)

This policy should be read in conjunction with:

Guidance on Confiscation: Searching, Screening and Confiscation DfE

Our Lady's School Data Protection Policy

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Permission for allowing a pupil to bring their phone to school

PUPIL DETAILS:

Pupil Name	
Class	
Parent (s) name (s)	

The school has agreed to allowto bring their mobile phone to school because they travel to and from school alone.

Pupils who bring a mobile phone to school must abide by the **Our Lady's School Mobile Phone policy.**

The school reserves the right to revoke permission if a pupil does not abide by Our Lady's School Mobile Phone policy.

Pupil
signature.....

Parent
signature.....

Date.....

