



## Mobile Phone and Smart Device Policy

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**This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.**

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## 1. Introduction and Aims

At Greenleas we recognise that mobile phones, including smart phones, are an important part of everyday life for our children, 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 children, 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 and 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

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 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 Head Teacher is responsible for monitoring the policy every 2 years, reviewing it, 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.

## **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, 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 or PPA room).

There may be circumstances in which it is 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 head teacher 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 01525 371735 or 01525 385356 as a point of emergency contact.

Staff who wear smart watches to work may check or read messages provided they are not actively teaching children or supervising them, where checking a message would disrupt the flow of learning or compromise safety. As with mobile phones staff must not respond to messages in areas where children are present.

### **4.2 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 CoPilot). More detailed information can be found in the Data Protection Policy and the ICT Acceptable Usage 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. More detailed information can be found in the ICT Acceptable Usage Policy

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.

### **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:

- Dual-layer authentication for CPOMs login
- 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 photos 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 or school mobile phone.

### **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 CBC capability policy for more information.

## 5. Use of Mobile phones by pupils

Pupils are not permitted to bring mobile phones to school. This includes educational visits and journeys.

### 5.1 Use of Smart watches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy. At Greenleas Smart watches are classed as "high value" items and are therefore on the list of prohibited items in the school behaviour policy.

### 5.2 Sanctions

If mobile phones or smart watches are brought in to school they will be kept safe by the teacher and returned to the parent at the end of the day..

## 6. Use of Mobile Phones by Parents, 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. Parents, 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

This means:

- Not taking pictures or recordings of pupils, unless it is a public event (such as a school fair or performance), or of their own child. This include taking photos with smart watches, or recording information with smart glasses.
- Using any photos or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

A summary of these requirements is shared in the Volunteering at Greenleas leaflet issued to all volunteers and in the Safeguarding Children: Information for visitors, volunteers and governors leaflet issued to all visitors on their first visit to the school.

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 pupils, their work, or anything else which could identify a pupil

## 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 while pupils are travelling to and from school. Confiscated phones will be stored in the classroom or school office. Lost phones should be returned to the school office. The school will then attempt to contact the owner.

## **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 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. Links with other policies**

This Mobile Phone Policy is linked to the following policies:

- Safeguarding policy
- Data Protection Policy
- ICT Acceptable Usage Policy
- Staff Code of Conduct

## **Appendix 1: Template mobile phone information slip 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 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.

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