

Mobile Phone and Smart Technology Policy

St Peter's Bratton,
Church of England Academy

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1. Introduction and aims

At St Peter's Bratton, Church of England Academy we recognise that mobile phones, including smart phones and smart technology, 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/Smart technology for pupils, staff, parents/carers 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

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 Principal is responsible for monitoring the policy every 2 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 personal calls, or send personal texts, while children are present and during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (Office spaces, staff room, hub – all as long as children are not present).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone for personal use 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
- Waiting for an important call from a medical professional.

Prior to the above points, agreement must be sought from the Principal or Vice Principal.

The Principal/Vice will decide on a case-by-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number, (01952 38790) 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).

Please see the SISP policy for further information.

Exceptions: When you are left alone at a school event away from school with a child and parent has failed to turn up to collect. Following contact with Principal or Vice Principal permission to access Bromcom for additional contact details. Use the code '141' before the telephone number to protect personal number.

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 for work purposes.

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.

Exceptions: When a member of staff is left alone at a school event, away from school, with a child, when a parent has failed to turn up to collect. Following contact with Principal or Vice Principal permission to access Bromcom for additional contact details. Use the code '141' before the telephone number to protect personal number.

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- if possible, staff to take their personal mobile phones
- Supervising off-site trips
- Supervising residential visits
- SLT when work mobile phones are not available
- CPOMS- to access CPOMS two-step authentication.

Use the code '141' before the telephone number to protect personal number

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
- For CPOMS two-step authentication- if possible, use an area without pupils, where this is not possible notify at least one adult in the vicinity that you are using your phone for CPOMS.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office. Use the code '141' before the telephone number to protect personal number

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

Pupils should not bring mobile phones or any device with smart technology to school which includes the school grounds. This includes watches with smart technology. Pupils are not allowed to use mobile phones or smart technology in the school or school grounds unless permission has been granted.

There are some exceptions and each exception should be discussed with the Principal prior to the child bringing in mobile phones or any device with smart technology.

These are some possible exceptions but not limited to the following:

- Children travelling to school by themselves on school transport

➤ When permission is granted for pupils to bring phones to school they are not permitted to use them in school but must hand them in to the school office for safe keeping at the start of the day. The pupils must collect them at the end of the day.

4.1 Sanctions

If pupils breach the policy the device will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006) and they will be stored in the school office. Parents must collect them from the school office at the end of the day by 4pm.

➤ If staff believe pupils are bringing mobile phones staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you to search a pupil's phone if you 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. School will endeavour to contact parents before any search takes place but this may not always be possible. School will always contact parents after a search.

If school finds inappropriate content on a phone, or if they suspect inappropriate behaviour we will contact parents.

School will always consider the age of the pupils when considering a search.

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:

- Mobile phones are not allowed in school and parents will be asked to hand over their mobile phones upon entry to school. School recommends that mobile devices are not brought to school. The exception to this is when the visitor is only going into offices and are with a supervising adult.
- 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
- 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 office spaces, staff room, hub – all as long as children are not present).

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.

School will provide an information slip for visitors when they come into 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

If pupils have permission to bring phones to school:

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use.

A label should be on the back of the phone.

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. Staff must keep their personal devices in a locked cabinet. 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.

The mobile phone policy will be on the school website. Parents can request a paper copy from the school office.

We will:

- Put signs up in the school entrance
- Include disclaimers in your permission forms for bringing a phone to school
- Provide a copy of your policy and disclaimer to new pupils and parents/carers

If school confiscates a mobile phone or a smart device from pupils the following will happen:

Confiscated phones will be stored in the school office in a locked cabinet. School will call parents and a parent will need to collect the phone from the school office.

If we confiscate a phone or smart device from pupils school will become responsible for the phone, and school can be held responsible for loss, theft, or damage.

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, (Autumn 2025) the school will take into account:

- 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

All staff will consider the age of the pupils and whether they are using a mobile phone before using this agreement.

Acceptable use agreement

School does not allow mobile phones in school.

“I agree not to bring a personal mobile phone to school or on school trips/visits unless school has given me written permission to do so.”

If you have permission to have your mobile phone in school

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

When permission is granted for pupils to bring phones to school they are not permitted to use them in school but must hand them in to the school office for safe keeping at the start of the day. The pupils must collect them at the end of the day.

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use.

A label should be on the back of the phone.

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. Staff must keep their personal devices in a locked cabinet. Failure by staff to do so could result in data breaches.

You may not use your mobile phone during lessons, unless the teacher specifically allows you to.

Phones must be switched off (not just put on 'silent').

You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.

You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.

Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.

Don't share your phone's passwords or access codes with anyone else.

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

Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.

Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.

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.

Don't use your phone to view or share pornography or other harmful content.

You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

Signed by pupils and displayed in class.

9. Appendix 2: Permission form allowing a pupil to bring their phone to school

It should be signed by parents/carers.

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

The school has agreed to allow[pupil name] to bring their mobile phone to school because they:

.....

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:	

10. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones in our school

- Mobile phones are not allowed in school and parents will be asked to hand over their mobile phones upon entry to school. School recommends that mobile devices are not brought to school. The exception to this is when the visitor is only going into offices and are with a supervising adult.
- 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 office spaces, staff room, hub – all as long as children are not present).
- 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.