



**Exceed Learning Partnership**  
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

# Carr Lodge Academy Mobile Phone Policy



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<b>Responsible Governing Board</b>	<b>Full Governing Board</b>
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## 1. Introduction and aims

At Carr Lodge, 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

### Things that have happened in UK schools and why we need to ensure all our pupils and adults are safe.

- Use of mobile devices for up-skirting and obtaining imagery of genitals
- Adults taking pictures of children for theirs and others' sexual gratification
- Pornography and violent content accessed by children's own internet connectivity whilst in school
- Gang culture, knives, extremism, Drill and Grime music accessed by children's own internet connectivity
- Inappropriate and violent games accessed and played including 'Blue ' which requests users to undertake a series of tasks; the final one being suicide
- Pornographic and violent interpretations of known children's cartoons etc. accessed inadvertently
- Inappropriate and 'dangerous' material stored on personal devices by family members, then accessed without internet connectivity in school
- Pupils contacting family members/ birth family against parental permission
- Pupils taking pictures and videos of staff, creating memes and using VI to distort images, meaning and publishing online, leading to suspension and disciplinary action
- Using images taken of other pupils for bullying and humiliation on social media
- Sharing of personal data on social media inappropriately

## 2. Roles and responsibilities

### Staff

- All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

- All staff are being protected by the procedures in this policy.
- 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.
- Volunteers, or anyone else otherwise engaged by the school will be made aware of this policy through the information given at Reception.
- Staff need to use the *Low Level Concerns* form should this policy be breached. These forms must be given/ emailed to the Principal or a member of the SLT.
- The Principal 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

#### Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) **are not permitted to use their mobile devices while children are present/during contact time. Staff keeping their phone with them during contact times must ensure their phone is switched off (not silent/vibrate only).**

Please refer to the Exceed Learning Partnership Mobile Phone Policy.

#### Data Protection

- ***See the schools' policies on Data Protection***

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

Staff can use school iPads and SLT mobile phones to take pictures – not personal devices.

Staff can access website programmes that access data on external servers such as CPOMS though should never download content onto their personal devices.

Staff 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 any work phone provided to them. Failure by staff to do so could result in data breaches.

#### Safeguarding

- ***See the schools' policies on Safeguarding***
- ***See the schools' policies on IT***

Staff **must not** give their personal contact details to parent or pupils, including connecting through social media and messaging apps.

Staff **must not contact children on the child's personal devices**, only ever contacting them through their parent/carer should this be required/necessary to do so

Staff must avoid publicizing **their contact details** on any social media platform or website, to avoid unwanted contact by parent 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.**

Our schools' use of classroom apps or programmes that require can be accessed via staff's personal devices can be done outside the classroom/contact with children. **Information/images/data cannot be downloaded to a personal device.**

### Using personal mobiles for work purposes

- *See the schools' policies on Educational Visits.*
- *See the schools' policies on supervising residential visits*
- *See the school's policy on mobile phones*

### 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 authorization.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving email 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.

### Sanctions

- *See the school's Behaviour Policy*

Staff that fail to adhere to this policy may face disciplinary action.

## 4. Use of mobile phones by pupils

Pupils in year 5 and 6 are allowed to bring a mobile to school, though must hand it in upon arrival to the class teacher. This includes:

- Pupils travelling to school by themselves
- Pupils travelling by car by their parents/carers (preferably left with their parent when reaching school)
- Young carers who need to be contactable

**Pupils in Year 5 and 6** are permitted to bring a mobile phone to school, to support safety issues if they come to school independently. All mobile phones should be named and handed into the class teacher at the beginning of the day and collected at the end of the day. If parents want their child to bring a phone it is on the understanding that they agree with the following limitations on use, namely:

- Mobile phones must be switched off at all times during the school day, including break and lunchtimes, and remain off whilst pupils are on the school premises.
- It is not permitted to film, photograph anyone on school grounds.
- The phone will be kept by the class teacher in secure draw/cupboard.
- The school will not be held responsible for the security of a mobile phone brought into school unless they are handed/ sent to the office for safekeeping.
- Content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher when requested.
- Personal phones/tablet that are internet enabled and have cameras **are not allowed** on during the day
- **Nor at afternoon clubs** (specific personal circumstances will be considered on a risk-assessed basis).

## Sanctions

- Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006).
- School 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 schools 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 they are confiscated, parent/carers will be contacted to collect the phone/device
- 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
- 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, 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.

This means:

- Not taking pictures or recordings of pupils on school grounds or school trips or when working with pupils
- Not posting any images/data about the school on social media without consent
- 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.

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

Parents 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 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

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 secure location until collected.

Lost phones should be returned to Reception. 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 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

## Appendix 1 : mobile phone information slip for visitors

### 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 Staffroom
- Do not take photos or recordings of pupils (including your own child), 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.**



## Appendix 2: Mobile Phone Consent Form



### Mobile Phone Consent Form Carr Lodge Academy

I give permission for my child to bring a phone into school with them. I confirm that that they need to have their phone with them because they travel to and / or home from school alone.

My child will bring the phone into school in a named bag and the phone will be switched off. My child will hand their phone to their teacher on arrival in the classroom.

I understand my child will not have access to the phone until the end of the school day. I will ensure my child understands that they cannot use their phone on school premises.

I understand that the school accepts no liability for loss or damage to the phone and that the phone is brought in to school at the owner's risk.

If my child attends the Kingfisher club at any time, the mobile phone will be handed to a Kingfisher staff member before the session and will be given back to my child as they leave the session.

**Please return this form to the pupil's class teacher**

Name of child:.....

Class: .....

Name of parent/carer: .....

Parent/carer's signature: .....

Date: .....

