

Aldington Primary School



Mobile Phone and Smart Device Policy

Approved by:

Ben Dawson

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1. Introduction and aims

At Aldington Primary School we recognise that mobile phones, alongside other forms of technology are changing the way and speed in which we communicate and are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community. They can provide security and reassurance, however, there are also associated risks. Children and young people need to understand these risks to help them develop appropriate strategies for keeping themselves safe.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear and robust guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection, safeguarding and behaviour

This policy applies to all individuals who have access to personal or work-related mobile phones on site and during off-site visits including residential trips and sporting fixtures. This includes Aldington Primary School staff, Governors, children, parents/carers and visitors.

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

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 annually, reviewing it, and holding staff and pupils accountable for its implementation.

Governors

The school governors are responsible for ensuring this policy is fully enacted.

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 make or receive calls, or send personal messages, while directly in the presence of pupil(s). Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (The staffroom or office area are the designated areas for mobile phone use within the school - these are the only areas where mobile phone use is permitted).

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 tel: 01233 720247 as a point of emergency contact.

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).

Detailed guidance on data protection can be found.

- Data protection policy
- Staff code of conduct
- Acceptable use policy
- ICT acceptable use policy

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. In the event that a staff member felt it necessary to use their phone to take a photo, this must be deleted straight after uploading or sending to a school account.

The use of a specific app to support the learning of a pupil(s) (on a personal device) is permitted only if it does not record personal information (photographs / confidential details), however staff must recognise that their devices are used at their own risk and that they are liable for any damage caused.

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
- Supervising residential visits

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

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 bring phones to school at their own risk. They must agree to hand their phones to a member of staff during school hours. Parents are advised that Aldington Primary School accepts no liability for the loss or damage to phones which are brought into school or on to the school grounds.

If pupils are allowed to bring phones to school they must be handed to the school office on arrival.

Pupils are allowed to bring a mobile to school in certain circumstances. For instance

- Travelling to school by themselves
- Young carers who need to be contactable

Pupils are not permitted to access their phones during the day unless there are extenuating circumstances.

Sanctions

If a pupil is in breach of this policy:

- Phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- If they are confiscated the pupil may collect the phone at the end of the school day, a parent/carer will be informed of inappropriate use and the pupil's right to bring a phone to school may be withdrawn.

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.

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
- 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
- Using their phones when in admin areas only

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 stored securely when not in use.

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.

- Put signs up in the school entryway or office
- 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

Confiscated phones will be stored in the school office in a locked cabinet.

Schools that confiscate phones from pupils become responsible for the phone, and 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 on pupils' education, behaviour and welfare. When reviewing the policy, 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: [Code of conduct/acceptable use agreement] for pupils

Aldington Primary School



Code of conduct/acceptable use agreement for pupils

We have reviewed our policy on the use of Mobile Phone and Smart Devices. In accordance with this policy, would you please sign the form below to give permission for your Year 5 & 6 child to bring a mobile phone to school.

For the purpose of this Agreement, please read 'Phone' to mean Mobile Phone and Smart Device.

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

1. Your child's phone will be kept in the school office during the day.
2. The school bears no responsibility for the loss or damage to a mobile phone.
3. Your child's phone should be appropriately marked/labelled so that it can be identified.
4. Your child's phone should remain switched off during the school day (not just put on 'silent').
5. The school reserves the right to withdraw the privilege of bringing a mobile phone to school if we find the phone to be used inappropriately.
6. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
7. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
8. Don't share your phone's passwords or access codes with anyone else.
9. Parents/carers should talk to their children about the appropriate use of such devices in accordance with the Mobile Phone & Smart Device Policy.

Parental Consent

I give permission for my child (name) _____ in class _____ to bring their phone to school. I have read and understood our responsibilities and I agree to the above.

Signed: _____

Date: _____

Please return to the school office

8. Appendix 2: Code of conduct/acceptable use agreement for Staff

Aldington Primary School

Code of conduct/acceptable use agreement for staff

We have reviewed our policy on the use of Mobile Phone and Smart Devices. In accordance with this policy, would you please sign the form below to confirm your understanding of the new guidance..

Acceptable use guidance:

- School staff must use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Staff are not permitted to make/receive calls/texts during contact time with children.
- Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in the staff room or classroom cupboards) during class time.
- Mobile phones can be used during break and lunchtimes but should not be used in a space where children are present
- Use of personal phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone using a secure pin code
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. In the event that a staff member felt it necessary to use their phone to take a photo, this must be deleted straight after uploading or sending to a school account.
- Legitimate recordings and photographs should be captured using school equipment such as cameras, I-pads.
- School staff must refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office
- Staff should report any usage of mobile devices that causes them concern to the head teacher (this includes staff, volunteer, parents/carers and visitors to site)
- A staff professional Aldington Primary School Whatsapp group has been created to share information regarding school snow closures, sickness, cancelled events, share resources etc as a quick way to give information to all staff who may not have their school email account linked to their mobile phone. Staff who are no longer employed at Aldington Primary School will be removed by the Whatsapp administrator.
- Only the school smart devices should be used on school visits/trips (unless the nature of the trip requires groups to separate, then personal phones can be used only to contact leaders of each group)

Signed: _____

Date: _____

9. Appendix 3: Permission form allowing a pupil to bring their phone to school



Aldington Primary School

Permission form allowing a pupil to bring a 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:

- Travel to and from school alone
- Are a young carer
- Are attending a school trip or residential where use of mobile phones will be allowed
- Need the phone for an educational activity during class time
- Attend before or after-school where a mobile phone is required for the activity, or to contact parents/carers
- Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct/acceptable use agreement.
- The school reserves the right to revoke permission if pupils don't abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

10. Appendix 4: Template mobile phone information slip for visitors

Aldington Primary School



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 school staff room or the school office.
 - 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.
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Aldington Primary School



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