



# Mobile Phone Policy

Date adopted: March 2024

# Mobile Phone Policy

## Contents

1. Introduction and aims.....	3
2. Roles and responsibilities .....	3
3. Use of mobile phones by staff,volunteers and visitors.....	3
4. Use of mobile phones by students .....	4
5. Use of mobile phones by parents/carers .....	7
6. Loss, theft or damage .....	7
7. Monitoring and review.....	8
8. Mobile Phone's in school Flow Chart .....	9

---

# 1. Introduction and aims

At Queensbury School we recognise that mobile phones, including smart phones, 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 for students, staff, parents/carers and volunteers

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 Head Teacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and students accountable for its implementation.

## 3. Use of mobile phones by staff, volunteers and visitors.

### 3.1 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 students are present/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 (such as the staffroom).

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 0121 373 5731 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). Further guidance can be found in our Acceptable Use Policy.

### **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.

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.

### **3.4 Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. If a member of staff's job role requires them to be contacted at any time, then mobile phone use is acceptable. If the role requires the use of a mobile phone for some of the school systems (*i.e. Fire Marshalls*) then this is also acceptable use.

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 3CX application installed on the mobile phone.

### **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 Students

In line with the DFE Mobile Phones in School Guidance, February 2024. The school will operate a **Never used, seen or heard** approach.

All students and staff should be able to come to school feeling safe and secure. Mobile phones have become an important and invaluable part of our modern lifestyle. The school understands there are times when possession of a mobile phone can provide a sense of safety and security, enabling urgent calls. We understand that parents would want students that travel independently or on a bus to have the safeguard of a mobile phone when used appropriately.

**Once in school**, mobile phones / tablet devices should be switched off.

Student mobile phone use is **prohibited throughout the school day**.

Devices are either:

- 1) Collected by class staff and securely stored in locked storage until they are returned to students during afternoon registration.
- 2) Alternatively, students have the option of ensuring their phones are switched off and remain in their bag and not taken out during the school day or whilst on school premises without permission of staff.

### 4.1 Sanctions

Student mobile phone use is **prohibited throughout the school day**. They should

- 1) **Never be used** on school premises (unless given permission by Senior Leader)
- 2) **Never be Seen** – A student carrying the phone around school will be asked to ensure it is switched off and put away immediately or handed in.
- 3) **Never be Heard / Vibrates** – If a phone is heard going off, it is distracting to other students learning. Staff will ask for it to be switched off, put away or handed in to staff.

As this policy becomes established through consistent application, the culture of the school will change, with pupils less likely to attempt to use their phones. Strong evidence indicates that mobile phones can cause significant distraction from learning. To prepare students for adulthood and in the workplace; appropriate use, timings of when phones should be used and mobile phone etiquette is an important trait for students to develop growing up. To support this, parents and students should clearly understand the sanctions that may be applied, to establish a strong no-phone culture.

School will stipulate that the mobile phone is switched off upon entering the premises of the school.

Students have the option to hand the phone to staff in morning registration and safely stored until the end of the day or secure safely in the child's own school bag.

Refusal to follow reasonable instructions from staff, with sufficient warnings, will result in confiscation of the device. This is to ensure that the learning environment is appropriate for others and to safeguard the students, staff, visitors, and school.

Students that are seen using or having their phone out will be given a warning. They will be asked to put their phone away immediately or have it locked away securely by a member of staff until the end of the day.

If the instructions are not followed and the student is seen with the phone again then the mobile phone will be confiscated.

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#).

If a mobile phone is confiscated it will need to be collected by a parent/carer or a responsible adult as appointed by the parent/carer.

Collection of any confiscated devices can only be made at the end of each week **on a Friday between 1.30pm and 3.30pm**.

Students that repeatedly break the school rules with mobile phone devices may have their device confiscated for longer periods of time that are reasonable, necessary, and proportionate. This will often be to allow the school time to arrange a face-to-face meeting with parents / guardians so the device can be given to families, after an arranged meeting to discuss concerns, safeguards and appropriate use going forwards.

If the school feels that the student or family is not able to safeguard appropriate use of the mobile phone on school premises, the school may decide to ban the individual from having a device on school site for a fixed or permanent period of time at the discretion of the school.

Individuals or students that have been banned from bringing devices onto school site will have them confiscated and it may subsequently be passed onto the police.

If staff have probable reason to believe that a student is misusing the phone and has not handed in at the start of the day, or refused to be handed to a member of staff this must be reported to the Headteacher, Head of School, Designated Safeguarding Lead, Senior Mentor or the most appropriate member of Senior Leader.

Headteachers, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item or item that may cause harm on their school site.

The Headteacher / Head of School, or a member of staff authorised by the Headteacher / Head of School, can carry out a search of students, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows staff authorised to search and confiscate a student's phone if the school has probable reasoning to believe the phone is a device that is causing or may cause harm, contains pornographic images, is being/has been used to commit an offence or cause personal injury. The school has a duty to safeguard its premises, site, students, staff and visitors.

Certain types of conduct such as bullying, cyberbullying or harassment can be classified as by law as criminal conduct. The school takes such conduct extremely seriously. It may result in confiscation

of device and may involve the police or other agencies as appropriate. In some cases, the device may be passed onto the police for evidence.

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.
- Harassment

## 5. Use of mobile phones by parents/carers.

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.

Parents should not use their mobile or other devices on the school site to take photos or pictures without the permission from the Executive Head Teacher. This is to protect the children under our safeguarding procedures.

Parents should never publish pictures on social media, messenger apps or social networking sites relating to school or school events without direct permission. They should never publish any pictures of other children within the school without direct permission from the school.

Parents should assume that photos at events are **NOT permitted** unless expressly stated by the school or staff. We expect all parents to follow this in line with the parental agreement upon sending your child to this school.

Phones should be switched off and placed onto silent when entering the school.

School advises parents not to send children into school with a mobile phone or tablet device as the school cannot take responsibility for the property unless it is locked away securely in the Form Class Lockers.

## 6. Loss, theft or damage

Parents are expected to have appropriate insurance arrangements for their child's mobile phone devices. The school accepts no liability for damage, loss or theft. Bringing a phone to school is a choice and the school has sufficient internal phone systems, should we need to make contact with parents.

Pupils bringing phones to school must ensure that phones are appropriately labelled and 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.

The school accepts no responsibility or liability for mobile phones that are lost, damaged or stolen on school premises, during transportation to and from school, during school visits or trips.

Confiscated phones will be stored in a secure location within school / locked cabinets. Parents will be contacted and the school will set an agreed

Lost phones, if found, should be returned to the main school 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 students' 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



