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ASHLEY HIGH SCHOOL

Mobile Phone Policy

Reviewed: September 2023

Next review: September 2024

**1. Introduction and aims**

At Ashley High School 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

**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 Headteacher is responsible for monitoring the policy, 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 calls, or send texts, while children 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 staff room).

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 (00151 424 4892) 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.

Please refer to the data protection policy and ICT acceptable use policy.

**3.3 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.

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. Such circumstances may include, but aren’t limited to:

Emergency evacuations

Supervising off-site trips

Supervising residential visits

Parents/Carers will be provided with a school mobile phone for contact in case of emergencies.

*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. If necessary, contact must be made via the school office

**3.5 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**

We would prefer our children not to bring mobile phones into school but understand that there are sometimes reasons why a child may need to. For instance:-

Travelling to school by themselves

Young carers who need to be contactable

If pupils do bring mobile phones into school, they should be switched off and kept in lockers, or can be kept in the school office. Pupils are not allowed to use their mobile phone in school or at any time during the school day.

**4.1 Sanctions**

Mobile phones may be confiscated by staff if pupils do not comply with school rules. Parents may be phoned and asked to collect phones from the school office should this happen. Sanctions will be in line with the school behaviour policy.

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, 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, 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, when in and around school, or when working with pupils

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, 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, 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 locked drawer.

**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

**[Mobile Phone Code of Conduct Agreement]**

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

1. Phones are not allowed to be used in school at any time once you are on the school premises.
2. Phones must be switched off (not just put on ‘silent’).
3. You may not use your mobile phone anywhere in school, including the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don’t know, and don’t share other people’s contact details without their consent.
6. Don’t share your phone’s passwords or access codes with anyone else.
7. Don’t use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
	1. Email
	2. Text/messaging app
	3. Social media
8. Don’t use your phone to send or receive any type of text or message.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren’t in school.
10. Don’t use your phone, either in or out of school, to view or share pornography or other harmful content.
11. You must comply with a request by a member of staff to switch off, or put away, a phone. Refusal to comply is a breach of the school’s behaviour policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Pupil agreement

I understand that the school’s code of conduct on the use of mobile phone.

Pupil signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_