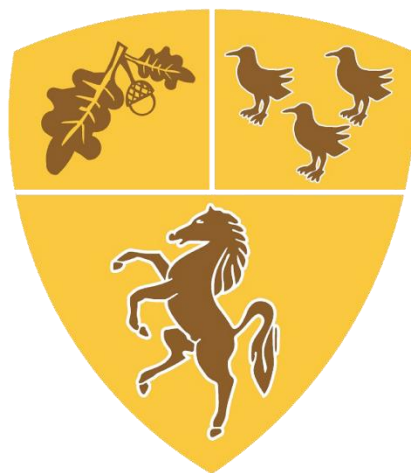


Blean Primary School

Mobile Phone and Smart Technology Policy



Key Details

Designated Safeguarding Lead (s): Ian Rowden - Headteacher, Kara Satterley - Deputy Headteacher, Nicki Llewellyn - Assistant Headteacher, Lynda Prior – Assistant Headteacher, Lorraine Watson – EYFS Lead, Jane Williams – Extended School Leader

Named Governor with lead responsibility: Mr Hugh Samuelson

Date written/updated: October 2024

Date agreed and ratified by Governing Body:

Date of next review: October 2025

This policy will be reviewed at least annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

Contents

| | |
|--|---|
| Mobile Phone and Smart Technology Policy | 1 |
| Contents | 2 |
| 1. Introduction and aims | 2 |
| 2. Relevant guidance | 3 |
| 3. Roles and responsibilities | 3 |
| 4. Use of mobile phones by staff | 3 |
| 5. Use of mobile phones by pupils | 4 |
| 6. Use of mobile phones by parents/carers, volunteers and visitors | 6 |
| 7. Loss, theft or damage | 6 |
| 8. Monitoring and review | 7 |
| 9. Responding to policy breaches | 7 |

1. Introduction and aims

At Blean Primary School we recognise that mobile phones and similar devices, including smartphones, 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 safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 and Chair of Governors is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present. 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 personal reasons. For instance (this list is non-exhaustive):

- 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 01227471254 as a point of emergency contact.

4.2 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).

GDPR and Data protection policy plus the Acceptable use policy hold further information.

4.3 Safeguarding

Staff must not give 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 personal 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.

4.4 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:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- 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 or from withholding their number

4.6 Sanctions

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

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

- Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to pupils as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources.
- Mobile phones and/or personal devices will not be used on site by pupils.

- Staff will only allow pupils to use their mobile phones or personal devices as part of an educational activity, following a risk assessment, with approval from the Leadership Team.
- Mobile phones or personal devices can be used by pupils at the end of the school day when leaving the school site, but any use must be in accordance with our anti-bullying and behaviour policy. If pupils breach our policies, this may be revoked.
- Blean Primary School expects pupils' personal devices and mobile phones to be kept safe and secure when on site. This means:
 - Kept in a secure place in the classroom at the start of day, switched off.
- If a pupils needs to contact their parents or carers whilst on site, they will be allowed to use a school phone.
 - Parents are advised to contact their child via the school office.
- If a pupils requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the headteacher prior to use being permitted.
 - Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school.
 - Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the learner and their parents/carers before use is permitted.
- Where pupils' mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use Policy.
- Mobile phones and personal devices must not be taken into examinations. Pupils found in possession of a mobile phone or personal device which facilitates communication or internet access during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.

5.1 Use of smartwatches by pupils

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

- Smartwatches are often smaller than mobile phones and at a distance look similar to regular watches, so might be easier to conceal, if a pupil is seen to have a smartwatch on, we will ask parents to disable any call, message or photography functions, so the watch acts as a watch only.

6. 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 at 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

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 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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 their personal mobile during the school day.

7. Loss, theft or damage

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

Pupils must secure their mobile 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.

If a mobile device is required to be confiscated, confiscated devices will be stored in the school office until a parent/carer is able to collect the phone.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

8. Monitoring and review

Technology evolves and changes rapidly. Blean Primary School will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.

We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.

All members of the community will be made aware of how the school will monitor policy compliance through: AUPs, staff training, classroom management.

9. Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures. This includes the child protection and behaviour policy.
- Where pupils breach this policy:
 - appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
 - concerns will be shared with parents/carers as appropriate.
 - we will respond in line with our child protection policy, if there is a concern that a child is at risk of harm.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and pupils to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Pupils, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.