

# Fair Field Junior School



## Mobile Phone and Communication Devices Policy

### Statement of Intent

Fair Field Junior School is committed to nurturing an individual's potential and thirst for learning by offering a safe, happy and stimulating environment. We build all we do on our shared values: Respect, Honesty, Perseverance, Kindness, Forgiveness and Inclusion.

<b>Mobile Phone and Communication Devices Policy</b>	
Written by:	Davinia Leggett
Date:	27.03.25
Approved by:	FGB
Date:	17.04.25
Review frequency:	Every 2 years
Target Audience:	All stakeholders

**The governing body shall conduct the school with a view to promoting high standards of educational achievement. Fair Field Junior School is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.**

## **Introduction and aims**

At Fair Field Junior School we recognise that mobile phones and similar devices, including smartphones and smart watches, 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices where communication can take place.

## **Roles and responsibilities**

### **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 is responsible for monitoring the policy every 2 years, 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.

## **Use of mobile phones and communication devices by staff**

### **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 and 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 when a member of staff is permitted 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 (01923 856 341) 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).

## **Safeguarding**

Staff must declare all relationships (personal and professional) outside of work e.g. social media, sports clubs, and family connections. The declaration form can be found in the Poppy Trust Staff Code of Conduct document.

Staff must avoid publicising their contact details on any social media platform or website, to avoid 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 that 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 or with consent from the Headteacher.

### **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 are not limited to:

- Use of 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
- Refrain from using their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If photographs are taken it must be with the permission of the Headteacher and for school purposes. Photographs must be deleted with a member of SLT present as soon as possible
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

### **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 authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, taking photographs, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is always appropriate and professional, in line with our staff code of conduct

### **Use of smartwatches by staff**

Staff are permitted to wear smart watches during contact and non-contact time. However, if the smart watch has a camera function, there are times when the watch must be removed:

- When completing any intimate care – including the changing of nappies or a soiled / wet child
- When in the presence of children changing e.g. PE and swimming
- When working 1:1 with a child and are not in a public area e.g. in an SEN intervention room

Use of any of the smart watch functions, such as phone calls, text messages or the internet, must be restricted to non-contact time, and to areas of the school where learners are not present, such as the staff room.

### **Sanctions**

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

## **Use of mobile phones and communication devices by pupils**

### **Personal mobile phones**

Pupils will only be allowed to bring a phone into school if they are in Year 6 and are an independent traveller walking to and from school.

Pupils who bring a mobile phone or communication device into school must sign a code of conduct agreement. Appendix 1. Parents will sign an acceptable use agreement when they give permission for their child to have a device in school – Appendix 2.

Pupils are not permitted to bring in any other communication devices, such as smart watches, that could be used to record sound or images or send or receive messages.

All mobile phones must be switched off once on site and handed in to the class teacher at the beginning of the day where they will be kept secure. At the end of the school day, they will be returned to the child. If the child attends any club they must hand their phone in to the club leader.

Pupils are not provided with any opportunity to use their phone within school hours.

On occasions where your child may need their phone e.g. a play date or visiting family after school, please inform the class teacher who will look after the phone for them for that day.

If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use the school office phone.

Parents are advised to contact their child via the school office who will pass a message on to the child.

If a pupil requires access to personal mobile or smart communication technology devices in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Headteacher prior to use being permitted and will be used under the supervision of an adult. Completion of the form found in Appendix 3 is required.

Any arrangements regarding access to personal mobile or smart technology devices in exceptional circumstances will be documented and recorded by the school.

Mobile phones and any other communication devices are not permitted on school trips or residential trips.

### **Use of smartwatches by pupils**

A smart watch is a wearable device and watch, usually with a touchscreen display, that can be worn on the wrist. Users can interact with the watch through swipes, taps, gestures or voice commands. Modern smartwatches such as the Apple Watch enable users to make calls, send and view messages,

check the time, listen to music and much more. Smart watches can connect to other devices through the use of technologies like Wi-Fi and Bluetooth. Due to their connectivity and the applications available on smart watches, we do not allow smart watches in school.

### **Sanctions - Confiscation of Electronic Devices**

The Headteacher may confiscate a pupil's personal mobile or smart technology device if they believe it is being used to contravene our child protection or behaviour policy.

Personal mobile or smart technology devices that have been confiscated will be held in a secure place- (the Headteacher's office) and released to parents/carers at the end of the day.

If devices are confiscated parents / carers will be contacted to collect the phone / device from the Headteacher.

### **Sanctions – Searching and Screening of Electronic Devices**

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.

Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour. Where there are any concerns regarding pupils' use of mobile or smart technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti bullying, child protection, online safety and behaviour.

If deemed to be necessary and appropriate, searches of personal mobile or smart technology devices may be carried out in accordance with our behaviour policy and the DfE 'Searching, Screening and Confiscation' guidance.

The Designated Safeguarding Lead will be involved without delay if staff believe a search of a pupil's personal mobile or smart technology device has revealed a safeguarding risk.

Searches will not take place without the knowledge of the Headteacher.

Where a concern involves a potentially indecent image or video of a child, staff will respond in line with our child protection policy and will confiscate devices, avoid looking at any content, and refer the incident to the Designated Safeguarding Lead.

If there is suspicion that data or files on a pupil's personal mobile or smart technology device may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

### **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 – Appendix 4.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones but must refer any concerns to a member of staff.

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 or any other device during the school day.

### **Loss, theft or damage**

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and handed into their class teacher who will store them away.

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.

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 phone is confiscated from a pupil it will be stored in a secure location in the Headteacher's office

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

### **Monitoring and review of the Policy**

This policy will be monitored and reviewed as required but at least every two years.

## **Appendix 1: Pupil Code of Conduct for mobile phones and communication devices in school**

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

1. You must be a lone traveller and walk to or from school alone.
2. You must have signed parental permission to bring your phone into school.
3. You may not use your mobile phone when in school. Phones must be handed in to the teacher / adult as soon as you enter the classroom, The Zone or any club.
4. Phones must be switched off (not just put on 'silent').
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

I agree to the above and understand that I will not be able to bring my phone into school if I do not follow the rules above.

Pupils signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 2 : Acceptable Use Agreement for Mobile Phones and other Communication Devices

This Acceptable Use Agreement provides parents and pupils with guidelines and instructions for the appropriate use of mobile phones during school.

Parents and pupils must read and understand the Acceptable Use Agreement before they are given permission to bring mobile phones to school. The Acceptable Use Agreement applies to pupils during school hours on the school site.

### Please note that Mobile phones or any other form of communication devices are not permitted on school trips or residential trips.

- If parents need to contact pupils for any reason during the school day, this should be done via the school office and not via the child's mobile phone.
- Only pupils who have written permission from their parents are entitled to bring mobile phones to school.
- If pupils bring a mobile phone to school, the phone must be switched off until they leave the school premises at the end of the day.
- Pupils must hand their mobile phones to their class teacher on arrival at school.
- Pupils' mobile phones will be kept locked away until the end of the school day.
- Mobile phones seen on the school premises being used at an inappropriate time will be confiscated immediately by a member of staff and passed to the Headteacher until the end of the day. At this time, it will be the responsibility of the parents to collect the phone from school, not the pupil.
- If a pupil is found taking photographs or video with a mobile phone of anyone, this will be regarded as a serious offence and disciplinary action will be taken including a meeting with parents.
- 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.

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### Fair Field Junior School Mobile Phone Permission Slip

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

- My child needs to bring a mobile phone to school as he/she walks to/from school without an adult.
- I accept that the school cannot be held responsible for the security of my child's mobile phone and understand that if the phone is used inappropriately at the school, the phone will be confiscated immediately and I will be responsible for collecting it from school.

Signature of Parent / Carer: \_\_\_\_\_

Date: \_\_\_\_\_

The school reserves the right to revoke permission if a pupil does not abide by the policy.

I agree to the above and understand that I will not be able to bring my phone into school I do not follow the rules above.

Signature of pupil \_\_\_\_\_

### Appendix 3: Permission form allowing a pupil to bring their mobile phone / communication device to school

This form is to be filled in if a child is **not normally allowed to bring in a device**, but the Headteacher is granting an exception.

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent/carer(s) name(s):</b>	

The school has agreed to allow ..... to bring .....to school because they:

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Pupils who bring a mobile phone or communication device to school must abide by the school's policy on the use of these devices, and the school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: \_\_\_\_\_

Pupil signature (where appropriate) \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

## **Appendix 4: Mobile phone information slip for visitors**

### **Use of mobile phones and similar devices 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 staff room or car park
- Do not take photos or recordings of pupils 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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