



Policy	Mobile Phone Acceptable use
Owner	DHT with responsibility for 'Behaviour for Learning'
Effective Date	September 2022
Review Date	July 2023

Introduction and aims

At Edmonton County 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. This policy also covers other electronic communication devices such as Smart phones and similar devices.

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; including but not exclusively the; Bullying policy, Safeguarding policy, Reasonable use policy.

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 are responsible for supporting and enforcing this policy. Any member of staff who becomes aware of any breach of this policy must report it to a member of the Leadership Team without delay.

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 of School is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors will ratify this policy every 3 years and support the implementation of this policy when the need arises.

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. Use of personal mobile phones must be restricted to non-contact time.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during non-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

School staff should use the school office number as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process the personal data of any member of the school community, or any other confidential school information. Apps such as 'CPOMS' and 'Show My Homework' are permissible as no data is stored on a phone as these are cloud-based applications.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. Social media applications should be used in 'private' mode so that the personal life of a member of staff is inaccessible to a child or parent. Staff should be circumspect in their use of social media as it is fundamental to the Teachers' Standards and the Trust Code of Conduct to consistently demonstrate high standards of personal and professional conduct.

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 staff must use 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
- Checking school information when not at a desk, such as emails
- Using the 'Show My Homework' tool or similar in class
- Using 'CPOMS' to record concerns etc

Please note there is a trips mobile which is to be taken on any residential trip to avoid the need to pass staff personal information to parents.

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 or by withholding the number

4. Use of mobile phones by pupils

We understand parents may wish their children to carry a mobile phone for contact to and from school.

Mobile phones are not permitted to be used on school site and should be turned off and put away at all times. Students should store their phones safely in their bag. A member of staff will lock away all valuables during PE lessons.

Phones will be immediately confiscated if seen on or in use on school grounds.

4.1 Sanctions

- In accordance with sections 91 and 94 of the [Education and Inspections Act 2006](#)) any students seen with a mobile phone will have the phone confiscated.

- The member of staff will take the phone to the Phase office where it will be locked away in a secure cabinet.
- If a phone is confiscated the student will also receive a detention. Please see the School Behaviour Policy for more information.
- In the first instance students will have their phone returned at the end of the day, but they will receive a detention and a phone call home will be made and recorded on SIMS.
- In the second instance students will receive a detention and a phone call home will be made and recorded on SIMS. Students must then collect a letter with a permission slip which must be signed by a parent for the phone to be returned.
- In the third instance students will receive a detention and a phone call home will be made and recorded on SIMS. Parents must then collect a letter with a permission slip which must be returned in person by a parent for the phone to be returned.

The Executive Headteacher has the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). 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. This power is delegated where required to the Head of School and Deputy Headteachers. Please see the screening, searching and confiscation policy for further details.

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

Please see the Safeguarding and anti-bullying policies for more information.

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 for personal use, or when working with pupils

Parents, 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 or volunteers supervising school trips or residential visits must not:

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

Parents 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 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.

We make sure staff, students and visitors are aware of this through clear signage in key areas and ensure we communicate this regularly through school newsletters and in new starter information.

Confiscated phones will be stored in the Phase offices in a locked cabinet. It is the staff members responsibility to take the phone immediately to Phase offices.

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

Phones belonging to staff are subject to the same policy. 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 other school business.

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 consider:

- 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

Appendix 1: Recording slip for confiscated item (to be kept with the confiscated item)

Student Name:	Tutor	Date:
Staff member who confiscated item:	Location:	Time:
Item confiscated (include brief description) <hr/> <hr/> <hr/> <hr/>		

Appendix 2: Permission slip to be returned and signed by parent/guardian

Dear parent/guardian,

Your child has had the following item confiscated _____.

This item was confiscated on _____ by _____.

This is the first / second / third instance and therefore, in accordance with the school's mobile phone policy (outlined below) you will now need to sign and potentially return a permission slip before this item is returned to your child.

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If a phone is confiscated the student will also receive a detention. Please see the School Behaviour Policy for more information.

In the **first instance students** will have their phone returned at the **end of the day**, but they will receive a detention and a phone call home will be made and recorded on SIMS.

In the **second instance** students will receive a detention and a phone call home will be made and recorded on SIMS. Students must then collect a letter with a permission slip which must be **signed by a parent** for the phone to be returned.

In the **third instance** students will receive a detention and a phone call home will be made and recorded on SIMS. Students must then collect a letter with a permission slip which must be **returned in person by a parent** for the phone to be returned.

.....
Please complete and return the slip below to indicate receipt of this letter, so that the confiscated item may be returned:

Date: _____

Student Name: _____

Item confiscated: _____

Parent/guardian name: _____

Parent/guardian signature: _____