



Mobile Phone and Smart Device Use Policy

Little Ealing Primary School

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Mobile Phone and Smart Device Use Policy

Introduction

Little Ealing School is committed to ensuring the safety of all children and staff in its care. We recognise the importance of mobile phones in school for communication purposes but know that casual or inappropriate use of mobile phones and smart devices in school could pose a risk to children and adults. As mobile phones have increased in sophistication, with the functionality parallel to school-based desktop and laptop computers, more care has to be taken with mobile and smart devices. In particular, the ability for most mobile phones to connect to the internet via the mobile phone provider means that pupils are now able to access, download and upload content on school premises without using the school ICT network and the associated safeguards it has in place. In addition, it is increasingly common for mobile phones and other handheld devices (such as portable gaming devices or smart watches) to receive messages or to take photographs. These devices pose serious challenges for schools trying to safeguard pupils, including internet use within the school.

Furthermore, the aim is also to avoid distraction and disruption to the working day and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way. However, as with most new technologies used positively, they can provide new and exciting ways to promote learning and teaching within lessons. This policy applies to all staff, children, visitors and volunteers.

Please note that for the purposes of this policy, the term 'mobile phone or smart device' also covers any electronic device with the capacity to be used as a form of communication, either through the device itself or any applications stored on the device.

Staff use of personal devices

1. Staff are not permitted to carry personal mobile phones while working. This protects staff from being distracted from their work and allegations of inappropriate use. Phones must be safely stored out of sight of children and should be silent so that they cannot be heard.
2. If staff have a break time during their working hours, they may use their mobile phones during these times, **but this must not be in an area where children are present.**
3. In an emergency, staff needing to make a personal call during work time should first obtain agreement from the headteacher or in their absence, another member of the Senior Leadership Team, ensuring that adequate cover has been put in place and make the call in an area not used by children.
4. Staff must give the school telephone number to their next of kin if it is necessary for the staff member to be contacted, in an emergency, during school working hours.
5. Staff are permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the school setting in a professional capacity. Personal devices could be used on trips, contacting parents during a remote education situation, or conducting Zoom calls. The number must be withheld by inputting 141 before dialling.
6. Staff will be issued with a school phone or must use the landline where contact with pupils, parents or carers is required.
7. Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and must only use work-provided equipment for this purpose.
8. On trips, staff should use their phone and, when contacting parents hide their number by inputting 141 before dialling the number (this may not work on all networks). A member of the Senior Leadership Team should be informed about the call on return to school.
9. When staff need to liaise with each other on trips, and they are prepared to share their number with other staff members, they should exchange numbers before the trip. Staff should not share their numbers with parents or children. If parents or children get lost, they should ring the school number, and an administrator will contact the trip leader.
10. If a member of staff breaches the school policy, then disciplinary action may be taken.

Parents and other site users use of personal devices

1. Parents will not be allowed to use their mobile phones in the school building. If a visitor or parent/carer is seen using their mobile phone, they will be asked politely to turn it off/desist from using it/remove it from children's view.
2. It is recognised that many parents/carers use their mobile phone as a camera/video device to record their child at special performances in school, e.g. class assemblies, concerts, etc. On these occasions, the use of a phone will be permitted for photographing/videoing only; a member of staff will always

remind parents/carers before a performance that images should only be taken if they include their child and that the use of these images is for their personal use and must not be uploaded for any internet use or social media platforms, including Facebook or any other social networking sites, or used in any form of publication unless they are solely of their child.

3. The school recognises that children may inadvertently be included in photographs by another parent; the school, therefore, is obliged to warn parents of the legal and safeguarding risks of publishing such photographs on any platform. The placing of any photographs of children on social media is dangerous, and parents may be in breach of the Data Protection Act if they upload photos of other children without the explicit consent of that child's parents.
4. If parents volunteer to support on school trips, they will be reminded that they must not use their mobile phones to make phone calls and/or text whilst supervising children. If a parent is seen using their mobile phones on school trips, they will be asked to politely turn it off/desist from using it/remove it from children's view.

Pupil use of personal devices

1. Only Year 6 pupils will be permitted to bring a mobile phone to school. However, it is important to note that this phone **cannot be a smartphone**. The school recognises that children who walk to and from school in Y6 without an accompanying adult may carry a mobile phone for safety. In these cases, children may bring a mobile phone onto the school premises but must switch it off as soon as they are on school premises. They must deposit the phone with the class teacher at the start of the day, who will put it in a lockable fixed phone caddy and collect it at the end of the day.
2. Parents should be aware that there are apparent benefits to Y6 pupils having a mobile phone regarding personal safety. There are also some associated risks, such as potential theft, bullying, and inappropriate contact, including grooming by unsuitable persons; therefore, no smartphones will be allowed in school. We would also like to alert parents/carers to the risks of using a mobile phone while walking to and from school. Children who are concentrating on using their phones can have reduced general safety awareness, resulting in road accidents and/or injury if they are not paying attention to their surroundings.
3. Before bringing their phone in, parents or carers must sign the school's acceptable use policy, copy below.
4. Any mobile phone discovered to have been brought into the school and not handed into the class teacher will be confiscated immediately. Parents will be asked to collect the mobile phone from the school office.
5. Children are not allowed to carry mobile phones on any school trips.
6. If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents will be asked to collect it from a member of the Senior Leadership Team. In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence, the phone will be handed over to the school's DCPO or Headteacher for further investigation, and the parent/carer asked to collect it from them.
7. All other personal devices will be banned from the site.

The Use of Mobile Phones on School Trips

The school recognises that using mobile phones on school trips can be beneficial in ensuring safety for all members of the school party. However, the following guidance must be adhered to in order to keep children safe and protect staff and volunteers from accusations of inappropriate use:

1. The party leader should follow the advice below for staff use of personal mobile phones.
2. Members of staff and volunteers may carry their personal mobile phones within the following guidelines:
 - Personal phones should only be used to contact staff members, volunteers, the school or emergency services. If possible, these calls should be made away from pupils.
 - Personal phones should not be used for any purpose other than school business during a day trip. This means that personal calls or texts should not be made or accepted. On residential trips, this will apply while the staff member or volunteer is on duty.
 - Staff and volunteers should ensure that next of kin are provided with the school number so that in an emergency, the school is contacted and will contact the relevant person through the trip leader.
 - If it becomes necessary for a member of staff or volunteer to make a personal call or text, then the trip leader or another member of staff should be informed and take responsibility for the pupils in the group while the call or text is made away from sight and sound of any pupils.

- Mobile phones must not be used under any circumstances to take photographs or videos of pupils.
- Volunteers act as staff members for the duration of the trip. They, therefore, must not take photos or videos of any pupils, including their child, using a mobile phone or any other mobile device, e.g. cameras or Ipads, without the express permission of the party leader.
- Volunteers may be asked to take photographs of their group using a school camera – this must be passed back to the party leader at the end of the trip.
- The trip leader may ask volunteers to provide them with their mobile phone number for the duration of the trip to be contacted in case of emergency. The trip leader undertakes to ensure that these numbers are not held on any mobile device or any written form after the trip.
- It is advised that if the trip leader is using his/her mobile phone, then if they need to contact anyone during the trip, they do so by pre-dialling 141 (some mobile providers use a different prefix – staff are advised to check this with their provider) before the number so that their number remains protected.

Mobile Phone and Smart Device Use Policy: Agreement Form
All staff, volunteers, governors

- I agree to abide by all the points above.
- I understand that I am responsible for my own and others' Safeguarding, and I undertake to be a 'responsible mobile phone and smart device user'.
- I understand that it is my responsibility to remain up-to-date and read and understand the school's most recent policies.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Signature: _____

Full Name: _____ (printed)

Job title/role: _____

Date: _____

Authorised Signature (Headteacher/Deputy)

Signature: _____

Full Name: _____ (printed)

Date: _____

Acceptable Use Agreement for Mobile Phones and Smart Devices - Y6 pupils only

This Acceptable Use Agreement is designed to ensure that mobile phones' potential issues are identified and addressed. Ensuring the benefits that mobile phones provide, such as increased safety, can continue to be enjoyed by our children. Children, parents, or carers must read and understand this agreement before giving mobile phones to school.

1. Responsibility

1.1. It is the responsibility of children who bring mobile phones to school to abide by the guidelines outlined below:

- No child will be able to bring a phone into school unless they are in Y6, and walk to and/or from home alone.
- Before bringing their phone in, parents or carers must sign the school's acceptable use policy.
- Phones must be switched off and handed to a staff member in the classroom, who will put the phone in a lockable fixed phone caddy and the key stored securely.
- Phones will be returned to pupils at the end of the school day.
- All other personal devices and smart devices are banned from the site.
- Phones must not be used during breakfast club or any after-school clubs.

1.2. Parents or carers should make the decision to provide a mobile phone.

To reduce the risk of theft, children are only permitted to bring into school a cheap, basic phone as this reduces the attractiveness of the phone to other people who may see it on the way to and from school and may be tempted to steal it.

1.3 Parents or staff may remove the privilege of bringing a mobile phone to school if the rules are abused.

2. Acceptable uses

2.1. Mobile phones should be switched off upon arrival in school and handed to a staff member in the classroom.

2.2. Mobile phones should not be used during breakfast club or any after-school clubs.

2.3. All collected mobile phones will be locked away until the end of the day.

2.4. At the end of the school day, mobile phones will be returned to the pupils who should not switch the phone on until they have reached the gate.

2.5. The school premises are not the place for pupils to exchange phone numbers, send messages, or make calls to friends.

3. Unacceptable uses

3.1. Unless express permission is granted, mobile phones should not be used to make calls or send messages during school lessons and other educational activities. Mobile phones are only to be used for texting/phoning parents or carers to acknowledge safe arrival at school or to make arrangements for the end of the day.

3.2. Using mobile phones to bully and threaten other pupils is unacceptable, will not be tolerated and will result in serious consequences.

3.3 All other personal and smart devices are not permitted in school,

4. Theft or damage

4.1. Mobile phones found in the school and whose owner cannot be located should be handed in at the office.

4.2. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

4.3. The school accepts no responsibility for children who lose or have their mobile phones stolen while travelling to and from school.

4.4. It is strongly advised that children use passwords/PINs to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils or stolen). Pupils must keep their password/PINs confidential.

5. Inappropriate conduct

5.1. Any child who uses vulgar, derogatory, or obscene language while using a mobile phone in school will face disciplinary action as sanctioned by the Head Teacher.

Parent/carers' permission

I have read and understood Little Ealing Primary School's 'Acceptable Use Agreement for Mobile Phones'. I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise, e.g., if it is lost or misused.

I give my child permission to carry a mobile phone to school and understand that, as outlined in this document, my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision.

Name of Student:	
Signature of student:	
Students' mobile phone number:	
Name of Parent/Carer:	
Signature of Parent/Carer:	
Date:	