

Lyminster Primary School



Mobile Phones Policy

Lyminster Primary School Wick Street, Littlehampton, West Sussex, BN17 7JZ

Created Date: July 2023

Review Date: July 2024

POLICY



Mobile Phones in school

Contents

1. Introduction and aims	2
2. Roles and responsibilities.....	2
3. Use of mobile phones by staff	3
4. Use of mobile phones by pupils	4
5. Use of mobile phones by parents, volunteers and visitors	5
6. Loss, theft or damage.....	5
7. Monitoring and review	6
Appendix 1 Acceptable use agreements for pupils	6
Appendix 2 Acceptable Use Agreement KS2 Pupils.....	8
Appendix 3 Acceptable Use Agreement for SEND Pupils	10
Appendix 4 Notice for Volunteers and Contractors	11

1. Introduction and aims

At Lyminster Primary 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 every two years, 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 specific members of staff to have use of their phone during contact time. For instance:

- For emergency contact by colleagues on external visits
- Express permission can be granted by a member of SLT for staff to use their personal device in specific circumstance and for specific events when no school device is available and an important 'celebratory' event might be otherwise be missed. This permission is granted **only** on the basis that the images are deleted immediately upon uploading to the network (or other platform).

The Headteacher will decide on a case-by-basis whether to allow for special arrangements.

School staff can use the school office number 01903 713 642 as a point of emergency contact in all other cases.

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 the Acceptable use policy for more information.

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

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 Work phones

In some circumstances the school mobile phone can be provided to staff 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, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 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 understand that older pupils will have mobile phones to enable them to contact family outside of the school day. These need to be switched off as soon as the pupil arrives on school premises and handed into the school office each day and collected at the end of the day. The school does not accept any liability for the security of mobile phones brought on to the school premises, unless these have been confiscated.

4.1 Sanctions

If it is discovered that a pupil has a phone with them during the school day, this will be confiscated. Confiscated phones may be collected again at the end of the school day.

Should a pupil have a mobile phone during the school day, 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 you to search a pupil's phone if you 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.

If any staff member discovers that there is inappropriate content on a mobile device, or suspects that this is the case, this will be reported immediately to a member of the SLT, the phone will be confiscated and the content investigated. Sanctions may result in line with the school's behaviour and staff conduct policies.

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

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 or supporting the school on a trip or at an event.

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, 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 make contact with 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 handed over to school staff and collected at the end of the school day.

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 cabinet

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.

Appendix 1 Acceptable use agreements for pupils

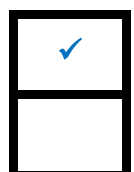
Acceptable Use Agreement KS1 Pupils

My name is _____

Lyminster supports the Children's Commissioner's digital five a day to help us all achieve a well-balanced digital diet. Have a look at it here: childrenscommissioner.gov.uk/our-work/digital/5-a-day/

To stay **SAFE online and on my devices**, I follow the Digital 5 A Day and:

1. I only **USE** devices or apps, sites or games if a trusted adult says so



2. I **ASK** for help if I'm stuck or not sure
3. I **TELL** a trusted adult if I'm upset, worried, scared or confused
4. If I get a **FUNNY FEELING** in my tummy, I talk to an adult
5. I look out for my **FRIENDS** and tell someone if they need help
6. I **KNOW** people online aren't always who they say they are
7. Anything I do online can be shared and might stay online **FOREVER**
8. I don't keep **SECRETS** or do **DARES AND CHALLENGES** just because someone tells me I have to
9. I don't change **CLOTHES** in front of a camera
10. I always check before **SHARING** personal information
11. I am **KIND** and polite to everyone

My trusted adults are:

_____ **at school** _____ **at home**

For parents/carers

To find out more about online safety, you can read Lyminster's full Online Safety Policy for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

You can find support and online safety resources for parents at parentsafe.lgfl.net

Appendix 2 Acceptable Use Agreement KS2 Pupils

This agreement will help keep me safe and help me to be fair to others

1. ***I learn online*** – I use the school's internet and devices for schoolwork, homework and other activities to learn and have fun. School internet and devices are monitored.
2. ***I ask permission*** – Whether at home or school, I only use the devices, apps, sites and games I am allowed to, at the times I am allowed to.
3. ***I am creative online*** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things, and I remember my Digital 5 A Day.

Lyminster supports the Children's Commissioner's digital five a day to help us all achieve a well-balanced digital diet. Have a look at it here: childrenscommissioner.gov.uk/our-work/digital/5-a-day/

4. ***I am a friend online*** – I won't share anything that I know another person wouldn't want shared, or which might upset them. And if I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.
5. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
6. ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes add-ons can cost money, so it is important I always check for these too.
7. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
8. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
9. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
10. ***I know new online friends might not be who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
11. ***I check with an adult before I meet an online friend*** face to face for the first time, and I never go alone.
12. ***I don't do live videos (livestreams) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
13. ***I keep my body to myself online*** – I never get changed or show what's under my clothes in front of a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.

14. ***I say no online if I need to*** – I don't have to do something just because a friend dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
15. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.
16. ***I am private online*** – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
17. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
18. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour.
19. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
20. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.
21. ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
22. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find.

~~~~~

**I have read and understood this agreement.**

**If I have any questions, I will speak to a trusted adult: at school that includes**

.....

**Outside school, my trusted adults are** \_\_\_\_\_

**Signed:** \_\_\_\_\_

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

For parents/carers

If your parents/carers want to find out more, they can read Lyminster primary School's full Online Safety Policy for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). They will also have been asked to sign an AUP for parents.



### Appendix 3 Acceptable Use Agreement for SEND Pupils



I can stay safe online.



I only go

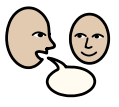
online

with

permission

from an

adult.



If I

see

something that makes me

worry

I

tell



an

adult.



I will not

share

personal information.



Anything I do

online

is

forever.

## **Appendix 4 Notice for Volunteers and Contractors**

As in the Volunteer's Agreement:

I will adhere to the school's Mobile Phone Policy and not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff (unless given very explicit permission for a specific event by an SLT member in line with the school's policy) and will never store any such images or videos at home or on any personal devices.

Parents, Visitors and Contractors Notice

### **Use of mobile phones in our school**

- Please keep your mobile phone on silent while on the school grounds
- Please do not use phones where pupils are present.
- 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.