



Willenhall Community Primary School

Mobile Devices Policy

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1. Introduction and aims

Throughout this policy any reference to mobile devices includes mobile phones, smart watches, tablets, iPads, etc.

At Willenhall Community Primary School we recognise that mobile devices, are an important part of everyday life for our children, 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 devices for children, 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 devices 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

Mobile devices are considered **banned** items **unless used in accordance with this policy** and as such the School can search for these devices and confiscate them.

2. Roles and responsibilities

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 Head Teacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and children accountable for its implementation.

Parents of year 5 and 6 children must read and discuss this policy with their child before the child is given permission to bring mobile devices to school.

3. Use of mobile devices by staff

3.1. Personal mobile devices

- Mobile devices (including phones, smart watches and tablets, etc.) should not be visible whilst working, **this includes PPA time**. The device should be switched off and out of sight.
- Use of personal mobile devices must be restricted to non-contact time, and to areas of the school where children are not present (such as the staff room).
- There may be circumstances in which it's appropriate for a member of staff to have use of their phone during 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
 - A member of Senior Leadership Team (SLT) 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 02476 302004 as a point of emergency contact.

3.2. Data protection

Staff must not use their personal mobile devices to process personal data, or any other confidential school information.

For further details please see the school's Data Protection and Acceptable Use of IT policies.

3.3. Safeguarding

Staff must refrain from giving their personal contact details to parents or children, 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 children.

Staff **must not** use their mobile devices to take photographs or recordings of children, their work, or anything else which could identify a child. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

The school aims to make work phones available for staff to use. However, in some circumstances, it may be appropriate for staff to use personal mobile devices 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 devices in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of children, their work, or anything else which could identify a child
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.4. Work phones

Some members of staff are provided with a mobile device 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.

Dedicated work phones are available for staff to use on educational visits.

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.

3.5. 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 devices by children

Only children in years 5 and 6 who walk home independently (unaccompanied by an adult) **are permitted** to bring mobile devices to school.

- During school hours, the mobile device must remain switched off and be handed over to the class teacher for safe-keeping. Each device will be placed in a separate container and stored in a lockable drawer in the classroom.
- The device may not be used, for any purpose, on school premises, grounds or during off-site school activities (such as school swimming, or sports activities).
- Parents should be aware if their child takes a mobile device to school.
- Children should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the child's number from unwanted messages and calls.

Children from Nursery to Year 4 are not permitted to bring mobile devices (including phones, smart watches and tablet devices, etc.) to school.

4.1. Unacceptable Uses

Unless express permission is granted by the Head Teacher, mobile devices (including phones, smart watches and tablet devices, etc.) should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school time.

Using mobile devices (including phones, smart watches and tablet devices, etc.) to photograph or film any child or adult/staff is not permitted.

Use of social media sites to harass or bully children or adults/staff is unacceptable.

Children are not permitted to bring mobile devices (including phones, smart watches and tablet devices, etc.) on school trips, residential visits, camps or extra-curricular activities.

4.2. Sanctions

Where a child is found, by a member of staff, to be in unauthorised possession of a mobile device, the phone will be confiscated from the child and returned at the end of the day.

Staff have the power to search children' phones, as set out in the DfE's guidance on searching, screening and confiscation.

The teaching staff reserve the right to view the content of any child's mobile device at any time in respect to issues regarding the safeguarding of children.

Certain types of conduct, bullying or harassment can be classified as criminal conduct as it forms "**malicious communication/representation that causes offence, harassment, alarm and distress, and is a Public Order Offence**". The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

This policy is linked into the school's behaviour policy. The school will treat breaches as they would treat any other breach of school rules and discipline accordingly.

5. Use of mobile devices by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of children, 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 children

Parents, visitors and volunteers will be informed of the rules for mobile device use when they sign in at reception:

- They are not permitted to use mobile devices in the school building or playground. If they need to use their mobile device while visiting the school they may do so in the main reception area or the front of the school.

Parents, visitors or volunteers will be informed of the rules when attending a public event at the 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 children, their work, or anything else which could identify a child

Parents or volunteers accompanying trips are also responsible for enforcing the school's policy for children 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

Children bringing phones to school must ensure that phones are appropriately labelled.

Children must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

Children who bring a mobile device to school should NEVER leave it in their coat/bag when they arrive. Mobile devices must be handed over to the class teacher for safe-keeping. Each device will be placed in a separate container and stored in a lockable drawer in the classroom.

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 devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while children are travelling to and from school.

Confiscated phones will be stored in the Head Teacher's office.

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

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on children's education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and children
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations