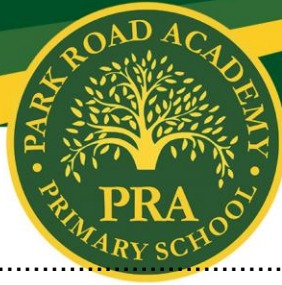




# **PARK ROAD ACADEMY PRIMARY SCHOOL**



## **Mobile Phone Policy 2024 - 2025**



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### 1. 1. Introduction and aims

At Park Road Academy Primary School, we recognise that mobile phones, including smart phones, 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, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers 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. 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, Deputy Headteacher and DSL is responsible for monitoring the implementation of this policy.

### **3. 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 during teaching time and directed hours. Use of personal mobile phones must be restricted to outside of working hours, and to areas of the school where pupils are not present (such as, Designated area staffroom).

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
- For a medical appointment

The headteacher/Deputy 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 (0161 972 4820] as a point of emergency contact.

#### **3.2 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).

#### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents/carers 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/carers 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/carers. If necessary, contact must be made via the school office

### 3.5 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, 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. 4. Use of mobile phones by pupils

- Children in Years 5 and 6 can only bring a mobile phone to school if to help keep them safe when walking to or from school without an adult, and only parents give consent.
- Children **MUST** switch phones off as soon as they get to the school gates in the morning and do not switch it on after school until I am outside the school gates.



- Children **MUST** hand their phone to the class teacher or teaching assistant as soon as they get into the classroom in the morning. Phones are then locked away and are kept in the school office until the end of the day.
- Children will be responsible for remembering to collect my phone at the end of the day.
- Children **MUST** not use their phone to take any photographs at school, either in the classroom, playground or anywhere else on the school site or to the entrance of the school.
- All children cannot carry/take a mobile phone on a school trip or residential.

#### 4.1 Sanctions

Mobile phones can be confiscated as outlined in the (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

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 staff to search a pupil's phone if they 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.

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 (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- 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. 5. 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 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.

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

- Use their phone to make contact with other parents/carers

- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers 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/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 his/her personal mobile during the school day.

## **6. 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.

- Our School corridors, shared spaces, outdoor areas with children and classroom are mobile free zones.

Confiscated phones will be stored in the Headteachers office in a secure locked cabinet.

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

## **7. 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/carers 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

Written by Laura Taylor

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