



# **FULBROOK MIDDLE SCHOOL**

## **MOBILE PHONE POLICY**

<b>Issue No.</b>	<b>Author/Reviewer</b>	<b>Date Written/ Reviewed</b>	<b>Approved by FES</b>	<b>Approved by FGB</b>	<b>Review Date</b>
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## 1. Introduction and aims

At Fulbrook Middle 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 safeguarding and child protection, behaviour, online safety and anti-bullying.

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 Senior Leadership Team is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

### 2.2 Governors

PEA&P Committee is responsible for monitoring the implementation of this policy as part of the reporting of incidents from the Online Safety Policy.

### **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 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

The 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 01908 582022 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.

More detailed guidance can be found in the:

- Online Safety Policy – Computer and Acceptable Use
- Data Protection Policy

#### **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.

More detailed guidance can be found in the:

- Online Safety Policy – Computer and Acceptable Use
- Staff Code of Conduct

#### **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

Some members of staff are provided with a mobile phone by the school for work purposes. This is usually for use on residential trips.

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.

For more information, see the:

- Disciplinary Rules and Misconduct Procedures for all Employees
- Online Safety Policy – Computer and Acceptable Use

## 4. Use of mobile phones by pupils

Pupils are permitted to bring mobile phones to school but they are not to be used throughout the school day and they must be locked in their locker.

	Allowed	Not Allowed
Mobile phones may be brought to school	✓	
Use of mobile phones in lessons		✓
Use of mobile phones in social time		✓
Taking photos on mobile phones/cameras		✓
Use of other mobile devices e.g. tablets, gaming devices		✓

Pupils must adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).

### 4.1 Sanctions

Pupils who breach the school's code of conduct/acceptable use agreement will face the following actions/sanctions:

- The incident will be referred to the Head of Department, Form Tutor or Head of Year

- Parent/carers will be informed of the incident
- Pupil will be given a warning
- Further sanctions in line with the behaviour policy will be given e.g. detention/exclusion.

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#) (Department for Education). 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.

Be as detailed as possible so that staff, pupils and parents all understand what steps they should take if they find inappropriate content on a phone, or if they suspect inappropriate behaviour.

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.

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. The following summary of the rules will be provided at reception upon arrival.

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

- *Please keep your mobile phone on silent/vibrate while on the school grounds*
- *Please do not use phones where pupils are present. If you must use your phone, you may go to one of the administration offices.*
- *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.*

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 stored securely in their lockers during the school day.

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. This disclaimer will be included in the Code of Conduct/Acceptable Use Agreement.

Confiscated phones will be stored in the school office in a locked cupboard.

Lost phones should be returned to the school office. 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 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 and other relevant organisations.
- Governors on the PEA&P Committee will review and approve this policy alongside the Online Safety Policy – Computer and Acceptable Use

## 8. Appendix 1: Code of conduct/acceptable use agreement for pupils

### Code of conduct/acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during the school day, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent') and stored in your locker.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
  - d. Prank calling
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam or test being declared invalid.

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.

## 9. Appendix 2: Permission form for pupils to use mobile phones during lessons

Use this form if you normally allow pupils to bring their phones to school, but not to use them during lessons.

These forms must be counter-signed by a member of the senior leadership team (SLT), and a copy sent home to parents/carers.

PUPIL AND LESSON DETAILS	
<b>Pupil name:</b>	
<b>Date:</b>	
<b>Class/lesson details:</b>	

PURPOSE
<i>Teachers to fill out this box explaining how the phones will be used during the lesson.</i>

### Pupil agreement

I understand that I am being allowed to use my phone during lesson time as part of an educational or class activity.

I will not use my phone for any other purpose than the one listed above. If my teacher, or any other member of staff, finds that I'm using my phone for any other reason, I understand that it will be confiscated.

I understand that the school's code of conduct/ acceptable use agreement on the use of mobile phones still applies.

Pupil signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

SLT member signature: \_\_\_\_\_

## 10. Appendix 3: Template mobile phone information slip for visitors

Laminated copies of this slip should be given to visitors to read when they arrive at the school reception.

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

- › Please keep your mobile phone on silent/vibrate while on the school grounds
- › Please do not use phones where pupils are present. If you must use your phone, you may go to one of the administration offices.
- › 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.

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