



# St Margaret's C of E Primary school

## Mobile Phone Policy

Ratified: Autumn 2024

To be reviewed Autumn 2025

### Personal mobile phones and wearable smart technology

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone or wearable smart technology, while children are present. Use of personal mobile phones or wearable smart technology must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the 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 personal reasons. For instance (this list is non-exhaustive):

- 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 as a point of emergency contact.

### 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). Further details can be found in the acceptable use policy.

### Use of mobile phones and wearable smart technology or by pupils

Pupils are discouraged from bringing mobile devices or wearable smart technology into school.

However, in instances where parents/carers request their child be permitted to bring a mobile device into school (such as children travelling to and from school unaccompanied), devices must be left in the school office at the start of the day and collected at the end of the day. These should be clearly marked so that each pupil knows their own property. Parents are advised that the school accepts no liability for the loss or damage to mobile phones or wearable smart technology which are brought into school or school grounds.

Where a pupil is found to be using a mobile device or wearable smart technology, it will be confiscated by a member of staff and handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone or wearable smart technology will be stored by the school office and parents/carers informed of the appropriate parental permission and above procedures for storing devices during the school day should they wish their child to bring this again.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

### Safeguarding

Staff must not give 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 personal 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.

### 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:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- 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

### 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.

### Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers must adhere to this policy when on the school site

- Not taking pictures or recordings of pupils, unless it's at 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
- Not taking photos or recordings of pupils, their work, or anything else which could identify a pupil