

Mobile Phone Policy

Mount Pleasant Primary School



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1. INTRODUCTION AND AIMS

At Mount Pleasant we recognise that mobile phones and similar devices, including smartphones, 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 safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors 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 and poor behaviour that disrupts learning and the wellbeing of students and staff
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. RELEVANT GUIDANCE

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. ROLES AND RESPONSIBILITIES

3.1 Staff

All staff (including teachers, support staff, supply staff and external staff eg sports coaches, music teachers etc) are responsible for consistently 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 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones in school.

3.2 Governors

Governors will be provided with information about this policy and will be briefed on issues that the use of mobile phones can cause in school.

4. USE OF MOBILE PHONES BY STAFF

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. At Mount Pleasant this also includes the use of smart watches which should be switched to airplane mode during the day, unless there is a medical reason for it to be used to alert the member of staff eg diabetic readings/heart monitoring.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present. 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 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, however we do encourage staff to leave their phone in the school office where it will be answered for them and they will be fetched to answer it immediately. 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 01384 816910 as a point of emergency contact.

4.2 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 Microsoft CoPilot).

4.3 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 that 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.

4.4 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 are not limited to:

- Use of 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 that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Work phones

School does not currently have a school mobile phone to use offsite.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

5. USE OF MOBILE PHONES BY PUPILS

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

If pupils bring their mobile phone to school for safety reasons (ie because they walk to school) then:

- It must be switched off as soon as the child is on school property while waiting for the main gates to open
- It must be handed in to a member of staff as they enter the classroom and this will then be put away safely in a box in the school office

NB Should children not follow these expectations then staff have the right to confiscate the phone. School does not take responsibility for any damage which occurs to phones which are brought into school.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Children are encouraged to wear simple watches for school rather than smartwatches as they can interrupt learning, be used to take covert photographs/videos, be used to contact others inappropriately or breach GDPR rules. This is communicated to parents on our website [Mount Pleasant Primary - School Uniform](#). If worn against school policy, devices will be confiscated and required to be collected by a parent.

5.2 Exceptions

The school may permit some pupils to use a mobile device in exceptional circumstances such as:

- If they are young carers
- If they have diabetes and use their phone to monitor blood sugar

5.3 Sanctions

If a child is in breach of this policy:

- School will confiscate phones, which is permitted under [Education and Inspections Act 2006](#) sections 91 and 94
- If confiscated, parents must collect the phone at a time deemed proportionate according to [Mobile phones in schools - GOV.UK](#). In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:
 - There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
 - The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping children safe in education - GOV.UK](#)

Staff have the power to search pupils' mobile phones in specific circumstances, as set out in the [Searching, screening and confiscation in schools - GOV.UK](#). The DfE guidance and our Behaviour and Relationships Policy allows senior staff/DSLs to search a mobile device if there is good reason to do so.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

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

6. 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 at a public event (such as a school fair or assembly), 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 using phones when they are inside of the school building when children are onsite

It is preferable that parents/carers do not use their phones on school premises at all.

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 that 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 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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 their personal mobile during the school day.

7. LOSS, THEFT OR DAMAGE

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are turned off when handed in. Year group staff will bring the phones to the school office when all children have arrived and they will be stored in the school office area.

Pupils must secure their mobile 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. 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 while pupils are travelling to and from school.

The only time that we envisage a child bringing a phone to school would be if parents want them to have them when they have consented to them walking to and from school on their own.

It is vital that parents complete the form included in appendix 1 in this document (a copy of which can be found in the Safeguarding Before and After School Dropping-Off and Picking-Up Policy). This then clarifies who is walking to and from school on their own and who has a phone with them that must be handed in.

If a phone has to be confiscated due to misuse, it will be stored in the school office area and parents will need to collect it in person at a time agreed with school. SLT will be responsible for the storage of a confiscated phone.

Lost phones should be handed in to the school office. The school will then attempt to locate/contact the owner.

8. MONITORING AND REVIEW

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

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

Appendix 1:



Mount Pleasant Primary School



CODE OF CONDUCT/ACCEPTABLE USE AGREEMENT FOR PUPILS ALLOWED TO BRING THEIR PHONES TO SCHOOL

DUE TO EXCEPTIONAL CIRCUMSTANCES

Mobile Phone Code of Conduct/Acceptable Use Agreement

Before signing this agreement it is important that it is read and understood by both pupils and parents.

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

1. Mobile phones must be switched off completely as soon as you arrive on school property (ie the area as you come through the first gates from the public footpath).
2. Mobile phones should be appropriately labelled to ensure that they are returned to the correct owner.
3. You may not use your mobile phone anywhere on the school grounds for any reason – this is so that we can safeguard everyone in school.
4. Expectations regarding bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school. Ensure that you follow our Behaviour and Relationships policy expectations.
5. You must comply with a request by a member of staff to switch off, or hand over a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
6. You must hand your phone to a member of staff as soon as you come into the classroom and it will be stored safely in a box in the school office.
7. I understand that staff have the right to confiscate a phone and collection of this will be arranged by SLT and your parent/carer.
8. I understand that the school accepts no responsibility for phones that are lost, damaged or stolen on school premises or while travelling to and from school.

I agree to follow the mobile phone code of conduct/acceptable use agreement:	
Pupil name:	
Pupil signature:	
I confirm that I have discussed the mobile phone code of conduct/acceptable use agreement with my child and ensured that they have understood it.	
Parent name:	
Parent signature:	

APPENDIX 2:



Mount Pleasant Primary School



PERMISSION FORM ALLOWING A PUPIL TO BRING THEIR PHONE TO SCHOOL

PUPIL DETAILS	
Pupil name:	
Year group:	
Parent/carer(s) name(s):	

The school has agreed to allow _____ to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs

*Delete as appropriate

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Code of Conduct/Acceptable Use Agreement.

The school reserves the right to revoke permission if a pupil does not follow the policy.

Parent/carer signature: _____

Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

APPENDIX 3: MOBILE PHONE INFORMATION SLIP FOR VISITORS



Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds – it is preferable for it to be switched off completely where possible.
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school office where you will be directed to either the staffroom or to the entrance foyer or another appropriate place.
- Do not take photos or recordings of pupils or staff. If you are recording/photographing your child in an assembly, this must be for personal use only and must not be posted on social media without consent from everyone in the recording.
- 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 and is on our website.



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