



Use of Mobile Devices

St Thomas CE Academy

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Mission Statement

Teach children in the way they should go and when they are older, they will not depart from it

Children are at the heart of everything we do. Through Christian values, relationships, living and learning together we celebrate the uniqueness and diversity of everyone in our family. We nurture a sense of self belief, mutual respect and belonging to build the foundations for happy and successful lives

1. Aims

All Saints Multi Academy Trust 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 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 and safeguarding.
- Data protection issues.
- Potential for lesson disruption.
- Risk of theft, loss, or damage.
- Appropriate use of technology in the classroom.

2. Key Principles

Key principles which underpin this policy:

- The safeguarding of pupils is of paramount importance.
- Every staff member is accountable for the safeguarding of our students.
- All pupils have a fundamental right to be protected from harm.
- Every child has a right to be valued as an individual and treated with dignity and respect.

3. Roles and responsibilities

3.1 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 Executive Headteacher and the Designated Safeguarding Lead are responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media 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 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 such as school cameras or a school tablet.

Staff members (including volunteers and students on placement) may bring personal mobile phones/device onto the school site on the understanding that the device:

- The device is to be used only in the staffroom, outside of the school premises, or in office spaces when pupils are in school. They must not be used in school corridors, classrooms, or halls when children are present in school.
- Personal mobile phones must be put away during teaching times, staff inset/meetings and must not be seen or heard.
- When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.
- Personal mobile phones must not be used to take photos of pupils except in very exceptional circumstances when permission from a senior leader must be sought and granted in advance and the image erased as soon as possible in the presence of a work colleague.
- The wearing of smart watches is acceptable, but they should be used as a time indication only when children are present.
- All staff and volunteers are required to sign the ASMAT Policy Statement to provide evidence that they read and understood it.

3.2 Visitors

Visitors (including parents, professionals, contractors):

- Visitors may bring mobile phones on to the school site but are asked to switch them off or turn them onto silent and place them out-of-sight while children are present. This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities.
- Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave if they do not follow the school policy.

3.3 Use of 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
- Safe and well visits
- During times of remote learning, for example: pandemic

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.

3.4 Pupils

Mobiles may be in school for UKS2 children. Both the pupil and parents are required to sign an appropriate use policy as part of the agreement with the school (please see Appendix 1).

Staff are consistent and must follow policy outlined below for pupil mobiles. Pupils are not allowed phones around school for the reasons outlined below:

- Prime source of Low-Level Disruption (LLD) in lessons
- Pupils calling parents to pick them up if they feel ill, without any contact through medical team or the school office.
- Staff having photos/videos taken and used in social media.
- Persistent safeguarding issues and concerns.

This includes smart watches. This does not include those pupils who require the use of electronic devices as an essential tool for their learning.

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely in the School Leadership Team office. Phones should be switched off on arrival at school and placed into the 'Phone Box' in the School Leadership Office. The classroom staff will collect the 'Phone Box' at home time and give out the phones as the children leave the premises.

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.

Confiscated phones will be stored in the School Leadership Office. The school will not accept any responsibility for confiscated phones that are lost, stolen, or damaged.

4. Links to other policies

- Safeguarding and Child Protection
- E-safety
- Staff Code of Conduct
- Acceptable Use of IT

Appendix 1: Acceptable use of mobile phones for Years 5 and 6

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

1. You may not use your mobile phone during lessons.
2. Phones must be switched off, not just put on 'silent'.
3. You must hand your mobile phone in to the class teacher or member of staff who will then bring it to the SLT office for storage.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils or anything identifiable to another student or staff member.
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
8. Don't use your phone to send or receive anything that may be criminal.
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. Don't use your phone to view or share harmful content.
12. 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 policy and will be dealt with accordingly.

Pupil/Parent agreement

I understand that I am being allowed to bring my phone to school for the purpose of my own safety travelling to and from school.

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 agree to follow all points outlined in the above agreement.

I understand that 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.

Pupil Name: _____

Parent Signature: _____

Pupil Signature: _____

Date: _____