



SMITHILLS SCHOOL
SUCCESS FOR ALL

Policy/Author: Mobile Phone

Version: 3

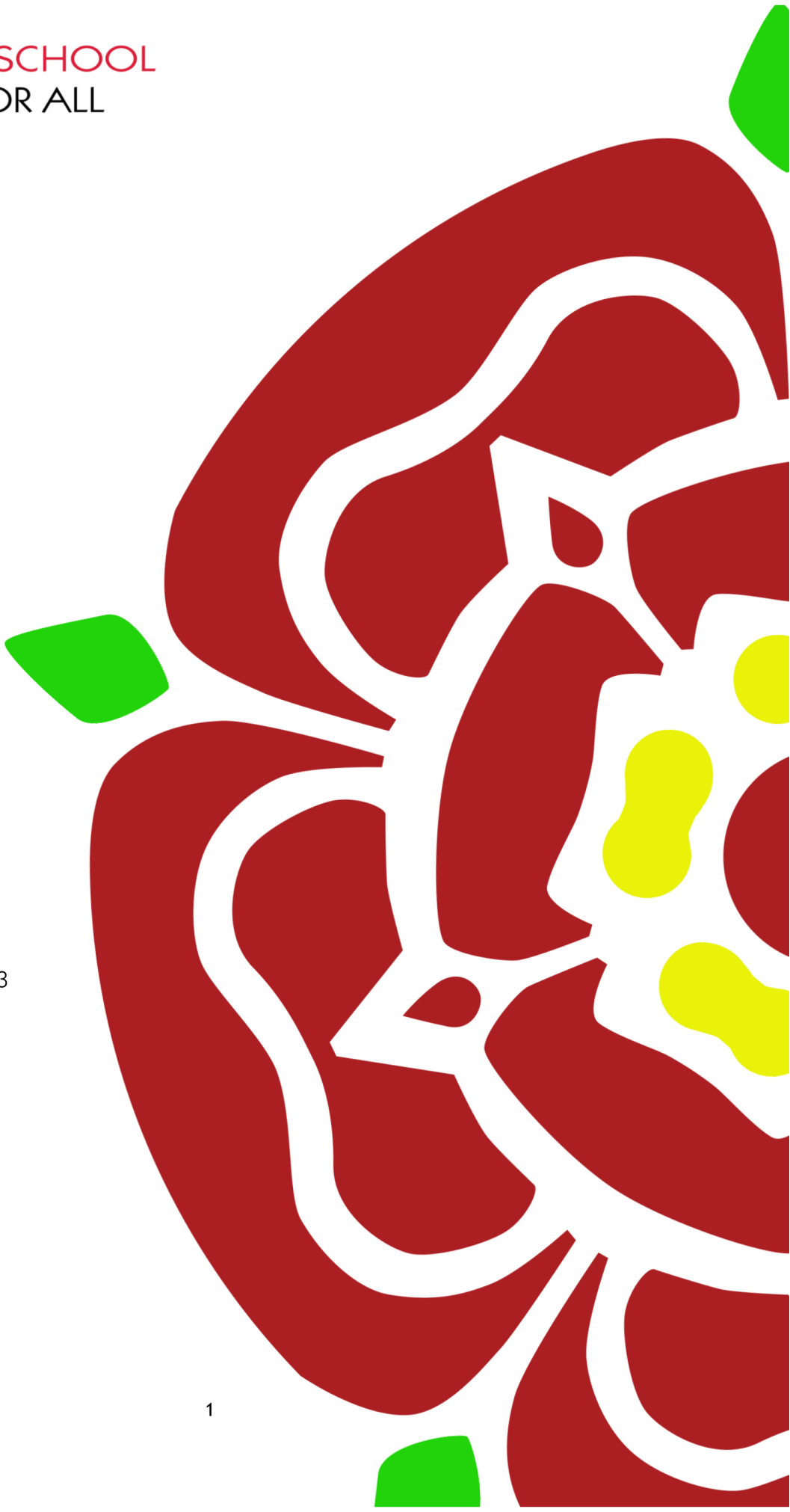
Date: May 2023

Review Date: May 2024

Principal

Ratified by Trust on: May 2023

Chair of Trustees





SMITHILLS SCHOOL

SUCCESS FOR ALL

1. Introduction and aims

At Smithills 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 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. 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 Pastoral Lead is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

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, 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:



SMITHILLS SCHOOL

SUCCESS FOR ALL

For emergency contact by their child, or their child's school

In the case of acutely ill dependents or family members

The Principal 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 01204 842 382 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.

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 authorised 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. 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:



SMITHILLS SCHOOL

SUCCESS FOR ALL

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. Use of mobile phones by pupils

Smithills School operates a total ban on the use of mobile phones, MP3 players or other similar electrical devices on site during the school day. Pupils are strongly advised not to bring them in to school but realizes that most pupils will have a mobile phone on them. If a student does bring a device into school it should be switched off and in their bag between 8.45am and 3.15pm.

We ask that parents to not contact their child during the school day on their mobile phone. If you need to contact your child, please call the school.

There may occasions in lesson where if a student has a phone with them they will be permitted to use the device by a teacher. This will be clearly communicated by the teacher. An example of this is to access Microsoft Teams – our blended learning platform.

Mobile phones, smart watches and similar items are expressly forbidden in all school and public examinations and assessments. Possession and or use of such an item may well result in the cancellation of all marks in any or all exams or assessments, in line with JCQ regulations.

It is unacceptable for a student to use a phone or any similar item to humiliate, threaten or bully any member of the school community including staff. This includes to send abusive messages, and cyberbullying. Student taking photos or making videos is expressly forbidden. "Up-skirting" is a criminal offence and will be reported to the police.

4.1 Sanctions

If a mobile phone or other device including head/ earphones is seen or heard by a member of staff at any other time than outlined above, that member of staff will ask the pupil for the mobile phone. The phone will then be immediately taken to Student Services. If for any reason the pupil refuses to hand over the mobile phone, the member of staff should contact the school office and a person from the SLT will be summoned to the appropriate location.

The phone will then be confiscated, in line with the EIA 2006. The student will attend a detention at the end of the day (parents will be notified via text or school app) after which the phone can be collected from student services. Where a pupil fails to hand over the phone, parents will be required to attend school for a meeting to hand in the phone. The phone will be kept for 2 school days and then returned to the pupil.



SMITHILLS SCHOOL

SUCCESS FOR ALL

If a pupil frequently fails to adhere to the rule on mobile devices then parents will be required to attend a meeting to discuss.

The Senior leadership Team have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if you 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

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 trustees 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.

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



SMITHILLS SCHOOL

SUCCESS FOR ALL

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 office in locked cabinet.

Lost phones should be returned to student services. 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, the local authority or other relevant organisation