

Blackfen School for Girls



Mobile Device Policy

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	Date	Name	Signature
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1. Introduction and aims

At Blackfen School for Girls we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community. Mobile devices are now part of modern society and the majority of students will now own a mobile device. However, mobile devices can lead to several problems in school such as bullying, disruption to lessons and inappropriate web usage. As a school, we strongly encourage our students to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile devices. As a result, the use of mobile devices on school site is completely forbidden and students found using their mobile device on site will be dealt with in accordance with this policy.

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 students, staff, parents/carers 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

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- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, associate 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 Deputy Headteacher is responsible for monitoring the policy, reviewing it, and holding staff and students accountable for its implementation.

2.2 Governors

The School Governing body are involved in reviewing this policy.

3. Use of mobile phones by staff

The school issues devices to staff & students where appropriate. A mobile device is a piece of portable electronic equipment that can connect to the internet, including, but not exclusively, a laptop, MacBook, mobile phone and a tablet user should not undertake any usage that is deemed unacceptable. This includes but is absolutely not limited to:

- Accessing, creating, storing or linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate.
- Sharing confidential information about the school, its students, or other members of the school community
- Setting up any software, applications or web services on this device without approval by authorised personnel, or creating or using any programme, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data
- Carrying out any activity which defames or disparages the school, or risks bringing the school into disrepute
- Using inappropriate or offensive language

Please note: In the case of staff, if the AUP use of social media is not followed, as outlined above, there will be an investigation carried out and this could lead to disciplinary action. In the case of governors, it could lead to suspension, as it may damage the reputation of the Schools' Governing Body.

- School staff's social media profiles should not be available to students and set all public profiles to private.
- Staff will ensure that they do not post any images online that identify children who are students at the school without their consent.
- Staff should be aware of the school's Acceptable Use Policy (AUP) which can be found on SharePoint in Policies.

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3.1 Personal mobile phones code of conduct

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while students are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students 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 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 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. Please refer to the school's Data Protection Policy and the Acceptable Use Policy for further information.

3.3 Safeguarding

- Staff must not give their personal contact details to parents/carers or students, including connecting through social media and messaging apps.
- Staff must not have students or their parent/carer(s) as their friend, contact or similar and must not attempt to contact students or their parent /carer(s) via social media.
- Must block or delete parents and students attempting to befriend or follow them via social media.
- Should not publish anything on social media that they would not want their employer or students to see.
- Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or students.

Staff must not use their mobile phones to take photographs or recordings of students, 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.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. The DfE guidance states that there is no need to have parental consent to search through a young person's mobile phone. These data or files may be deleted before returning the item if they believe there is good reason to do so.

Only the Headteacher, Designated Safeguarding Lead, Deputy Head, Deputy DSLs and student support officers have the power to search a student's device.

3.4 Using personal mobiles for work purposes

A school mobile phone will be available for the lead individual to take on a trip. However, 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

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- Supervising off-site trips
- Supervising residential visits (unlikely)

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with the acceptable use policy
- Not use their phones to take photographs or recordings of students, their work, or anything else which could identify a student
- Refrain from using their phones to contact parents/carers, but if this is required caller identification must remain anonymous. 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:

- 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 will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones in front of students. They will also not use personal mobile phones or cameras to take pictures of students.

The school has the right to monitor emails and internet use on the school IT system.

Please refer to the Schools Acceptable Use Policy on SharePoint in Policies.

Staff that fail to adhere to this policy they may also face disciplinary action

4. Use of mobile phones by students

As a school we wish to limit mobile phone use in school to mitigate risks of distraction, disruption, bullying and abuse. Mobile devices must remain switched off while on school site, this includes break and lunchtimes. Any student seen using their mobile device on school site at any time will have their device confiscated. All students will digitally sign the mobile phone agreement.

Devices must not be seen or heard.

- Staff can allow students to use their mobile device as part of their learning in lesson.
- Students with diabetes can access their device for glucose readings.

Any mobile phone or other electrical device is brought to school at the owner's risk. The school will not compensate students for the loss or damage of any mobile phone or electrical devices.

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If students bring their mobile to school, then they should keep their mobile turned off and at the bottom of their rucksack, bag or in the zipped pocket of their blazer.

Students must adhere to the school's acceptable use agreement for mobile phone use.

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Any mobile phone or other electrical device is brought to school at the owner's risk. The school will not compensate students for the loss or damage of any mobile phone or electrical devices.

If students bring their mobile to school, then they should keep their mobile turned off and at the bottom of their backpack, or in the zipped pocket of their blazer. If a **smart watch** this must be set to School Mode.

Students must adhere to the school's acceptable use agreement for mobile phone use.

Devices confiscated will be stored in a secure location in the school office.

In any half term:

- On the first occasion that a phone is confiscated the student will receive an B2 (30 minute) detention. The student will be permitted to collect the phone from the school office at the end of the day. On subsequent occasions a B3 detention (60 minute) will be issued and the device will be retained by the school in a secure location until collected by a nominated adult.
- All parents will be informed by the school office when a device requires collection.
- If mobile phone use continues to be a concern, families will be invited into school to meet with the leadership team.
- If a student fails to hand over their mobile device, they will be issued an B4 for the rest of the day – the mobile device will also be confiscated.
- Before and after school students are not allowed to use their device outside of the school building as they enter or exit the site.
- If a student needs to visit the toilet during lessons, they will be told to hand over their phone to the class teacher.

(Schools are permitted to confiscate phones from students under sections 91 and 94 of the [Education and Inspections Act 2006](#))

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The DfE guidance allows schools to search a student's phone if we 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. [DfE's guidance on searching, screening and confiscation](#).

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)
- Up skirting
- 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/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. A reminder of the policy will be given to parents/carers/volunteers and visitors when they arrive at reception.

This means:

- they must not take or obtain images of other students or staff and then share online, photographs, videos etc., without permission, 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 students
- the school does not allow students to make covert recordings (voice or visual) of any other student or adult in school. If caught doing this at the time, or retrospectively, parents/carers should expect severe sanctions (including suspension) to be actioned by the school.
- they should understand that the school will take any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour in accordance with the School's Behaviour Charter.
- they should understand that their child (if a parent/carer) has agreed in the Acceptable Use Policy to not to search for or share any material that could be considered offensive, harmful or illegal. This might include bullying or extremist/hate/discriminatory content.
- they must support the school by promoting safe and responsible use of the internet, online services and digital technology at home and will inform the school if they have any concerns.
- they are responsible for the content of their own social media account(s). If a parent/carer has shared their confidential login and password details of any of their social media accounts with anyone else or any of their accounts have been 'hacked' and/or taken over by someone else they will still be held responsible for the content posted to their account, in respect to this AUP. At the very least, once they regain control of any of their social media account(s) they will be

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expected to remove any content that does not meet any of the AUP outlined here. NB - Students and Parent/Carers

- parent/carers should not use a student's Office365 email, Teams account or other School provided system to communicate with teachers or any other member of staff. These systems are for your child's use alone to participate in their learning. If a parent/carer wishes to discuss any aspect of their child's learning with a member of staff, they should contact by ringing the school or emailing using their own personal email.
- if the AUP is not followed, as outlined above, there will be an investigation carried out and this will result in at least a serious sanction, exclusion or the school reporting a student to the Police as set out in the School's Behaviour Charter.
- the school has a robust filter for the internet and a system for monitoring computer usage, However, out of School and particularly on mobile phones connected to the mobile networks, there is often no supervision, monitoring or filtering. It is therefore a student's responsibility to adhere to this guidance or face the consequences of their actions as set out in the School's Behaviour Charter
- 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.
- Parent/Carers are to understand that the school has a clear policy on the use of Internet based social media (e.g. TikTok, Facebook, Twitter, Snapchat, YouTube, Pinterest, Instagram, WhatsApp etc...) and that they and their child should actively support this.

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 students, their work, or anything else which could identify a pupil
- Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 4 above.
- Parents/carers must use the school office or SSO 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

Students bringing phones to school must ensure that phones are appropriately stored securely when not in use.

Students 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 students are travelling to and from school.

Confiscated phones will be stored in the school office in a secure location.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

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7. Monitoring and review

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

- Feedback from parents/carers and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisation

Appendix 1: Acceptable use Agreement for Students

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

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You cannot take photos or recordings (either video or audio) of school staff or other students 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 students 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. 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. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or handover, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. 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 handover to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

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Student 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 [acceptable use agreement] on the use of mobile phones still applies.

Student signature: _____

Appendix 2 Template mobile phone information slip for visitors (for reception)

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 students are present.
- Do not take photos or recordings of students (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with students

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.

Polices linked to this document include:

- Acceptable Use Policy
- Behaviour Charter
- Trips policy
- Data protection policy
- Code of conduct