



# Faringdon Community College

## Mobile Phone Policy 2023-24

### Introduction and aims

At schools in The Faringdon Learning Trust, 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 d
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

#### Roles and responsibilities of Staff

- All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.
- All staff are being protected by the procedures in this policy.
- Pupils 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.
- Volunteers, or anyone else otherwise engaged by the school will be made aware of this policy through the information given at Reception.
- Staff need to inform the Headteacher and Safeguarding Team should this policy be breached.
- The Headteacher is responsible for monitoring the policy every two years.

#### Use of mobile phones by staff

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their mobile devices while children are present/during contact time. Staff keeping their phone with them during contact times must ensure their phone is switched off (not silent/ vibrate only).

Use of personal mobile phones is restricted to non-contact time, and to areas of the school where pupils are not present such as the staff room and offices. Staff are permitted to use mobile phones to access the Bromcom application to take registers, check student timetables or log behaviour points. In circumstances where immediate contact is needed, then staff should let family/ their child's school know to call. Reception as personal phones will be switched off during lessons.

The Headteacher will decide on a case-by-case 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** *See the schools' policies on Data Protection*

- Staff must not use their personal mobile phones to process personal data, or any other confidential school information.
- Staff can use school iPads/ cameras to take pictures – not personal devices
- Staff can access applications that access data on external servers such as Bromcom and CPOMS though should never download content onto their personal devices.
- Staff 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 any work phone provided to them. Failure by staff to do so could result in data breaches.

**Safeguarding** *See the schools' policies on Safeguarding and See the schools' policies on IT*

- Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps.
- Staff must not contact children on the child's personal devices, only ever contacting them through their parent/carer should this be required/necessary to do so
- 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 school equipment.
- Our schools' use of classroom apps or programmes that require can be accessed via staff's personal devices can be done outside the classroom/ contact with children. Information/ images/data cannot be downloaded to a personal device.

#### **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 and offsite trips.

**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

#### **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 always appropriate and professional, in line with our staff code of conduct.

**Sanctions** *See the schools' Disciplinary Procedures*

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

### **Use of mobile phones by pupils**

Pupils are allowed to bring a mobile phone to school; however, it must be switched off and kept in their school bag. If a student's phone is seen or heard on site during school hours they will have to hand it over to staff. It will then be held securely in Student Services. The phone can then be collected at the end of the day by the student. Failure to comply with handing the phone over to Student Services will lead to the student being placed in the Reflection Room. Students who are complicit in the prohibited use of mobile phones around school will also be sanctioned at the discretion of the Head of Year and/or SLT. In practical terms, this could include (but is not limited to) students that participate in the taking of a photo, recording of a video or voice note within school on a mobile phone.

### **Sanctions**

- Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- School staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows schools to search a pupil'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.
- 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
  - 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.

### **Use of mobile phones by parents, volunteers and visitors**

Parents, 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 on school grounds or school trips or when working with pupils
- Not posting any images/data about the school on social media without consent
- 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 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.

### **Loss, theft or damage**

Pupils bringing phones to school must ensure that phones are appropriately labelled.

Pupils 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 pupils are travelling to and from school.

Confiscated phones will be stored in Student Services in a secure location until collected.

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