

# The Sacred Heart Language College



## Mobile Phone Policy

*“Confident in God’s love for us,  
we commit ourselves to His service”*

*June 2020*

**Context**

This policy is linked to our commitment to the safer use of ICT to ensure that all can thrive, safe and secure in God's love for us.

Created: Summer 2020

Approved: \_\_\_\_\_

To be revised: \_\_\_\_\_

Policy Ratified by Governors: Summer 2020 (09/07/20)

Signed:



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James Coyle (Chair of Governors)

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## **1. Introduction and aims**

At The Sacred Heart Language College 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 for learning

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

This policy complements and should be read in conjunction with the Acceptable use of ICT Policy.

## **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 headteacher / designated member of SLT is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

### **2.2 Governors**

The governing board is responsible for ratifying this policy.

## **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 or while students 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 staff room).

There may be exceptional circumstances in which it is deemed appropriate for a member of staff to have use of their phone during contact time.

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

However, this should only be with prior agreement of the Headteacher.

If special arrangements are not deemed necessary, school staff can use the main school office number (020 8863 9922) 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.

More detailed guidance on data protection can be found in the school's GDPR / data protection and the Acceptable use of ICT policies.

### **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 school equipment.

Please see Section 5 of the Acceptable use of ICT Policy for further details.

### **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

During off-site trips and residential visits, staff must use the school mobile phone for work calls, in line with the school's Trips and Educational Visits Policy.

In these circumstances, staff will:

- Use the mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their own phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their own phones to contact parents. If necessary, contact must be made using the school's mobile phone or 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 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**

Students may bring their mobile phone to school, but it must remain switched off and put away while on site.

- Students may only use their mobile phone with the explicit permission and under the supervision of a member of staff.
- Students' may only use their mobile phones to support teaching and learning within the classroom context and must switch them off and put them away when directed.
- Students must not use their mobile phones at break or lunch times or at any point outside of the supervised classroom context

Pupils must adhere to the school's Behaviour for Learning Policy and Code of Conduct for mobile phone use (see appendix 1).

##### **4.1 Sanctions**

A range of sanctions are applicable for any student found to be in breach of this policy, for example:

- The mobile phone may be confiscated and locked in the designated place in the main school office, until a parent comes to school to collect it. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

Sanctions for the misuse of mobile phones must be used in conjunction with the school's Behaviour for Learning and Safeguarding policies.

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 staff to search a pupil's phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

If any student or parent suspects inappropriate use of or content on a phone, or if they suspect inappropriate behaviour, this should be reported to the relevant Director of Studies or the Designated Safeguarding Lead.

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 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 of just 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 her personal mobile during the school day.

## **6. Loss, theft or damage**

Pupils bringing phones to school must ensure that phones are appropriately labelled with the owner's name and tutor group, and are stored securely when not in use, for example secured in the pupil's locker.

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.**

This information is made clear on:

- The Code of Conduct for Pupils' use of Mobile Phones
- Permission form for pupils to use mobile phones in lessons

Confiscated phones will be stored securely in the main school office until a parent comes in to collect them.

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 organisations
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## 8. Appendix 1: Code of conduct for pupils' use of mobile phones in school



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 as part of your learning.
2. Your phone must be labelled with your name and tutor group
3. Your phone must be switched off (not just put on 'silent') when not in use.
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's passwords or access codes with anyone else.
8. 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
9. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. 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 for learning policy.
12. 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 for learning 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 turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

**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 agreement:** I agree that I will abide by the school's Code of Conduct for Pupils' use of Mobile Phones.

**Signed (pupil):**

**Date:**

**Parent/carer agreement:** I agree that my child may bring her mobile phone to school and that she will abide by the school's Code of Conduct for Pupils' use of Mobile Phones

**Signed (parent/carer):**

**Date:**



## 9. Appendix 2: Template mobile phone information slip for visitors

This slip can be printed out to give to visitors when they arrive at your school.

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### 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 pupils are present. If you must use your phone, you may go to a location away from pupils, for example a staff-only area of the school.
- Do not take photos or recordings of pupils (unless it is solely your own child), or staff
- 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 on the school website.

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