



Notley High School & Braintree Sixth Form

Mobile phone policy

Last reviewed:	November 2023
Next review due:	November 2026
Ratified Full Governors:	December 2023
Designated Postholder:	Deputy Headteacher

1. Introduction and aims.....	3
2. Roles and responsibilities	3
3. Use of mobile phones by staff.....	3
4. Use of mobile phones by students	5
5. Use of mobile phones by parents/carers, volunteers and visitors	5
6. Loss, theft or damage	6
7. Monitoring and review	6
8. Appendix 1: acceptable use agreement for pupils	7
11. Appendix 3: Template mobile phone information slip for visitors	9

Introduction and aims

At Notley High School, 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.

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, and parents/carers.
- 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

Roles and responsibilities

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 Deputy Headteacher with responsibility for Culture and Ethos is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Governors

When a policy is nearing the time for review, the Local Governing Board will ratify and agree any changes to the policy before it is newly published.

Use of mobile phones by staff

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, while children are present or 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 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 number 01376 556300 as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance on data protection can be found in the Bridge GDPR Policy and ICT Acceptable Use for Staff Policy.

Safeguarding

Staff must refrain from giving their personal contact details to parents/carers 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/carers or pupils.

You are permitted to access both the Satchel One and Arbor app on your mobile phone in school should the need arise and should the circumstance be appropriate.

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
- Refrain from using their phones to contact parents/carers unless absolute necessary, and if they do so, protect their personal number by using 141. 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 appropriate and professional at all times, in line with our staff code of conduct.

Sanctions

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

See the school's staff code of conduct for more information.

Use of mobile phones by students

Students are permitted to bring a mobile phone to school. However, during tutor time, all mobile devices will be turned off and stored in a lockable unit which will remain in the tutor room at all times. Students are not permitted to carry a phone on their person during the school day, even if it is out of sight. At the end of the school day, students will be allowed to collect their mobile phones in order to take them home. If students have assembly, they should go straight to their form room to register and hand in their mobile phone first, and then their tutor will escort them over to the theatre for assembly.

Sixth form students will be permitted to use their mobile phones in the sixth form building but are not to use them in social areas in the main school building.

Any mobile device found during the school day (after tutor time) will be confiscated immediately (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006). The student in question will be isolated or suspended. Spot checks will be carried out by members of staff each day to ensure that students that do not hand in a mobile phone do not have them on their person. A handheld scanner may be used to aid the spot check.

Students arriving late to school (after tutor time has finished) will have their mobile device stored by Student Services in a lockable safe and should collect it from here at the end of the day.

There are very few occasions where a student will be permitted to continue carrying their mobile phone; this will at the discretion of the Headteacher and will mainly be for those with medical needs. These students will be met to discuss how they will be permitted to use their phones in school.

Students that are representing the school in a sporting fixture or on a trip/event outside of school will be given permission to retain their mobile phone for that day. However, if it is found being used, it will be confiscated, and the student will not be allowed to represent the school in the next opportunity, either sporting or a trip/event.

Sanctions

Should a student be found with a mobile phone, the phone will be immediately confiscated and locked away in Student Services. Following the detention, they will have their phones returned. Should a student need to make contact with a parent or carer, they will be permitted to use the school phone.

If a student refuses to give a member of staff their mobile phone, they will be isolated or suspended unless there is good reason.

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 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.

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)
- 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/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.

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 students

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.

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 pupils, their work, or anything else which could identify a student

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 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

Students bringing phones to school must ensure that phones are appropriately labelled with the student's name.

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 pupils are travelling to and from school.

To inform all students, parents and carers of the above, the school will;

- Put signs up in the school entryway or office
- Provide a copy of your policy and disclaimer to new students and parents/carers

Confiscated phones will be stored in the Student Services in a locked safe.

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

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 pupils

Acceptable use agreement

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

1. You may not use your mobile phone during the school day, unless the Headteacher has given permission to do so. Your phone should be switched off and left in the lockable unit during tutor time.
2. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
3. Don't share your phone's passwords or access codes with anyone else.
4. 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
5. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
6. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
7. 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.
8. Don't use your phone to view or share pornography or other harmful content.
9. 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 policy and will be dealt with accordingly.
10. 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.

Appendix 2: Permission form for students to use mobile phones during the school day

Use this form if you normally allow students to bring their phones to school for a pre-arranged reason.

PURPOSE – OUTLINE THE REASON THE STUDENT IS ALLOWED THEIR MOBILE PHONE.

Include when and where the phone will be allowed to be used.

Student agreement

I understand that I am being allowed to use my phone during the school day at the discretion of the Headteacher.

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: _____

Teacher signature: _____

Appendix 3: Template mobile phone information slip for visitors

Print out copies of this slip to give to visitors when they arrive at your school. Adapt the template to reflect section 5 of this policy.

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. If you must use your phone, you may go to [insert location]
- 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.

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