



Mobile Device and Phone Policy



Avonwood Primary School

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Introduction

The majority of children and staff, for security and practical reasons, feel the need to carry a mobile phone, and for these reasons their use is allowed in school. However, as we are a working community, we need to have regulations governing the use of Wi-Fi and 3G/4G enabled devices so that incoming communications do not interrupt lessons and so that children do not use them unnecessarily and disrupt the effective operation of the school.

This Policy applies to 'standard' mobile phones as well as smart phones such as iPhones, Blackberries, Android and Windows phones, and other 3G/4G and Wi-Fi enabled devices such as iPads, iPods, tablets and laptops. Use of mobile devices by members of staff and children is regulated, in accordance with Group policy and recognised professional standards of acceptable practice.

This policy should be read as part of the school's Safeguarding Policy in conjunction with the school's Acceptable Usage policy for Technologies

The school accepts that staff and children are permitted to bring such devices to school but their use is restricted as detailed in this policy.

This policy applies to all members of the school community, including those in our EYFS setting.

This policy is reviewed at least annually by the school senior management, who will report to the Local Governing Body on its implementation on a regular basis.

In accordance with the school's Provision of Information Policy, the policy should be made available on the school's website and in hard copy from Reception. It should be read in conjunction with:

- Behaviour and Discipline Policy
- Anti-Bullying Policy
- Exclusion Policy
- Safeguarding Policy

The school is committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's own Equal Opportunities Policy.

Key Personnel

Kim Williams – DSL – review annually

Area of Risk

- Child Protection: Pictures of children on the at-risk register become associated with the school through linked social media platforms
- Bullying: Use of mobile technology can make bullying more pervasive and difficult to monitor
- Staff Protection: Content recorded in lessons, whether overtly or covertly, on mobile devices may cause distress to staff, especially when uploaded to social platforms.

Procedures

A common-sense approach should be followed regarding the use of 3G/4G and Wi-Fi enabled mobile devices. Teachers should always have the ability to override rules against mobile device use, where common sense prevails, although the following guidelines should be used:

Expectations for safe use of personal devices and mobile phones

- Electronic devices of all kinds that are brought in to school are the responsibility of the user at all times. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.
- Members of staff will be issued with a school/work phone number and email address where contact with parents/carers is required.
- All members of Avonwood community will be advised to take steps to protect their mobile phones or devices from loss, theft or damage.
- All members of Avonwood community will be advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.
- All members of Avonwood community will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school/settings policies.
- School mobile phones and devices must always be used in accordance with the Acceptable Use Policy
- School mobile phones and devices used for communication with parents must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.
- No content recorded by a child on a personal device should be uploaded to a social media, video sharing (such as YouTube) or photograph sharing site (such as Flickr), without the permission of those being filmed, including members of staff. Doing so could result in disciplinary action
- Recording of lessons must not take place outside of specific parameters laid out by the authorising teacher.
- Under the new GDPR regulations, any member of staff using their own devices must Complete a 'Bring your own Device' form, which then must be handed into Jo Cox, Office Manager.

Children's use of Mobile Device

Children are not permitted to bring smart phones on to the school site at any time. The only device children are permitted to bring into school is an old-fashioned mobile with the capacity for phone calls / text messages only; it must not be a smart phone. Smart watches may be worn to school but must have cellular capability de-activated when on site.

All phones must be handed in to the class teacher at the start of the day, switched off, and returned at the end of the day. Should a smart phone come into school, we will retain the device until the parent is able to collect this from our front office.

If there are exceptional circumstances where parents feel it is essential their child brings a smart phone to school they can apply for approval from the Headteacher via a form (appendix A) that can be collected from our front office. Children should not bring smart phones on site without prior approval from the Headteacher, via the exceptional circumstances form.

In addition...

- 1) Avonwood operates a zero tolerance approach to all mobile devices as they must be switched off and handed in to staff at the beginning of each day.
- 2) All devices are brought into school at the child's own risk and the responsibility for loss or damage lies with the parent. The school will take no liability for loss or damage.
- 3) KS2 children must hand their old fashioned mobile device in to Reception, where it will be kept in a locked unit and may be collected at the end of the school day.
- 4) School is a place of work; children's mobile phones/devices must be switched off (or in silent mode) at all times whilst on school premises, unless specifically authorised by a member of staff.
- 5) Permission must be sought from a member of staff, and authorisation given, before a child may be allowed to use a mobile device on school premises.
- 6) Any child found using a device on school premises without staff permission, should ordinarily expect to have their device confiscated for the rest of the day and parents will be asked to collect it as instructed.
- 7) If a child needs to contact home in an emergency, they must speak with a member of staff who will deal with the matter. Children should not contact home in the case of illness; this should only be done by a member of staff.
- 8) If parents need to contact children in an emergency, they should contact the school reception and a message will be taken to the child. Parents are reminded that children should not have their devices turned on whilst on school premises and, hence, will be unable to check for messages.
- 9) Children may not access the internet using a personal device at any time during the school day, smart internet enabled phones are banned.
- 10) The accessing, or updating, of social media platforms is not permitted unless it is part of a structured educational activity.
- 11) Children should note that the use of all devices on school premises is subject to the school's Technology Acceptable Usage policy.
- 12) If a child breaches the school policy, then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.
- 13) Under no circumstances should covert recording of lessons take place, or recording take place outside of the specific parameters laid out by the teacher when authorisation is given. Doing so could result in disciplinary action.
- 14) Uploading inappropriate photos or videos could result in disciplinary action, as outlined in the Children Acceptable Use of Technology Policy
- 15) School staff may confiscate a child's mobile phone or device if they believe it is being used to contravene the school's behaviour or bullying policy. The phone or device may be searched by a member of the Leadership team with the consent of the child or parent/carer. Searches of mobile phone or personal devices will be carried out in accordance with the school's policy.

Medical Exemption

We are conscious that some children require to keep a smart phone with them in school to link to medical equipment (e.g. diabetes monitors). In this situation, please contact the office team and we will organise for a member of SLT to discuss this with you further. Permission to bring a smart phone will then be granted in writing (appendix C).

Staff Use of Mobile Device

- 1) Staff personal mobile digital devices should be switched off (or in silent mode) during lessons, or at times where they are responsible for the supervision of children.
- 2) Members of staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity. Any pre-existing relationships which could compromise this must be discussed with leaders/managers.
- 3) Staff should not use a personal mobile digital device, or similar, during lessons (or when supervising children) to receive or send personal calls, texts or post content to personal social media platforms.
- 4) If a member of staff feels that it is necessary to be available to receive a personal call or text on a personal mobile device during a lesson, for which there may be exceptional circumstances, they should explain this to their line manager beforehand.
- 5) Staff should not use a personal mobile digital device, or similar, during lessons (or when supervising children) to access online resources, emails, apps or similar, unless it is considered that the outcome is essential to children's learning and cannot be sourced through the school network (in which case, children should be made aware that the mobile device has been used for this educational purpose).
- 6) Staff must not photograph or video children with a personal (mobile digital) device. If it is necessary to regularly take images of children for marketing purposes, then a school owned device should be provided.
- 7) Staff should endeavour to make any personal calls on their own mobile telephone, or similar, in a discreet fashion and away from any children areas, for example in the Staff Room or in an office, behind closed doors.
- 8) Staff should not give out their personal mobile phone numbers, or other communication contact information, to children.
- 9) Inappropriate use of mobile devices is a serious offence; cases of misuse could lead to disciplinary action being taken against the individual concerned.
- 10) Bluetooth or other forms of communication should be "hidden" or switched off during lesson times
- 11) If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence then the police will be contacted and allegations will be responding to following the allegations management policy
- 12) In setting such as staff meetings, staff should keep mobile phones on silent or switched off. Phones should not be used during these times.

Sanctions for Misuse of Mobile Devices

The school will apply appropriate sanctions to any children or member of staff who uses their mobile phone, or other device, for bullying, intimidation, or for keeping, or disseminating inappropriate text or images.

Security of Mobile Phones and other electronic devices

Children and staff are advised to have their phones/iPods/iPads security marked

The school does not accept responsibility for mobile phones or other electronic communication devices or entertainment systems. Children should be advised that their devices will be locked in the main office. Parents (and staff) should be informed that mobile phones and other such devices are not covered by the organisation's insurance policy. Staff should be advised to keep valuables on

them at all times, or keep them in the staffroom/lockers, though their security there cannot be guaranteed.

Cyber Bullying

Instances of cyber bullying will be punishable in accordance with the school's Anti-Bullying Policy and may even result in exclusion or fixed term exclusion (or in disciplinary action, in the case of staff – refer to staff bullying and harassment policy).

Dealing with Inappropriate Content on Mobile Devices

If a teacher suspects or is informed that a child has inappropriate content on their mobile device, then the teacher will confiscate the device. The Headteacher will elect a member of SLT to investigate the matter and report back. During their investigations, if the child is formally interviewed, this will be with another member of staff present. A member of staff may investigate content on the mobile device in line with the school's search policy. The child's parents may also be invited to attend the interview. In line with the school's policy on Exclusion or fixed term exclusion, the child may also be suspended whilst the allegation is being investigated.

If it is discovered that the child's mobile phone (or other electronic device) contains inappropriate images of a child or young person (under the age of 18), the Head will be informed and advice will be sought from the Safer Schools Police Team. The mobile device will remain in the possession of the Head until advice from the police has been acted upon. This may include asking all children in possession of the image to delete it, if the image has been forwarded outside the school's control contact will be made to request that third parties follow the same steps. If the image has been uploaded to any website or social networking site, contact will be made in an attempt to have it removed. The parents of all of the children involved will be notified of the situation to ensure all content on devices in the homes of the children are removed. If a formal disciplinary meeting is called, this will be in accordance with the procedure set out in the school's policy on Exclusion or fixed term exclusion.

If the case of staff, any instances of inappropriate images of children or young people must be reported immediately to the Head, or in his absence the Executive Principal.

Use of mobile devices: guidelines for staff use (photographs and videos)

Staff working in the EYFS setting are specifically prohibited by EYFS regulations from using their personal devices (cameras, mobile 'phones) to take photographs or videos of children in the EYFS setting for any reason. Only school devices may be used.

With children in other years, the school recognises that it is not always practical for teachers to borrow the school camera for events and trips and that photographs of such activities form an integral part of key publications such as the Newsletter. Staff are therefore allowed to use their own devices to take photographs of children, if it is not practical to borrow the school camera, having received authorisation from their line manager and fully understanding the implications of devices which are synchronised to online storage (see online storage guidance).

Staff must under no circumstances ever use any photographs of children for anything other than strictly professional purposes. They must never upload photographs or videos of any children onto the internet or social media site. The only exception is for the marketing department to use photographs of children, where parents have given consent, on the school's own website or other school managed social media platforms.

If staff are using social media websites such as Facebook or Twitter to e.g. to set up subject pages, they should not upload any photographs of children themselves, unless they are following strict school guidelines (Use of images policy) and are aware of which children should not be photographed.

After taking photographs of children with their own devices, staff should not store these for any longer than necessary, and once copied onto the school network should be deleted from all personal devices, including online storage.

Before printing any photographs of children in any external publication (e.g. local or national newspapers), parents must give permission for the child's photograph and/or name to be used.

Mobile Device Guidelines for Visitors

1. Parents/carers and visitors must use mobile phones and personal devices in accordance with the school's policy.
2. Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the school image use policy.
3. Visitors connecting personal devices to the school's wireless or wired network will be subject to the monitoring and filtering of internet use.
4. The school will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use.
5. Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.
6. Visitors are expected to keep mobile devices switched off whilst on site, unless there are extenuating circumstances which have been discussed with Avonwood staff on arrival.

Frequently Asked Questions

Why can I not take pictures of children on a trip for use in school on my own phone? The taking of images on a personal device is open to misinterpretation by others – is it for educational use or personal use?

In showing children pictures taken on a personal device, other personal images inappropriate for an educational context may be visible to children

Many users synchronise their digital device photo library with online storage sites and other devices. Images of school children on multiple personal devices may be open to misinterpretation.

Why can I not use my personal phone while on duty? If an accident occurred on the school premises while under the supervision of a member of staff who could be proved to be using a digital device at the time of the accident, the school may find itself liable. This would apply to activities both on and off the school premises and would apply to any adult responsible for the supervision of children

Appendix A – Permissions Form

Avonwood Primary School Smart Phone Policy

At Avonwood Primary School we do not encourage or permit any child to bring a smart phone into school. If you wish your child to carry a phone for their journey to and from school, we strongly recommend an old-fashioned mobile with just phone and messaging capabilities. One like this can be purchased from Amazon for as little as £17:

[Nokia 105 \(4th Edition\) 1.77 Inch UK SIM Free Feature Phone \(Single SIM\) – Black: Amazon.co.uk: Electronics & Photo](#)

If you feel there are exceptional circumstances behind why your child must carry a smart phone to and from school, please complete the form below for consideration by the Headteacher.

Parent/Guardian Smart Phone Exceptional Circumstances Form

If you feel there are exceptional circumstances behind why a smart phone is required in school (e.g. for monitoring of medical needs like diabetes), please complete the application form below. These applications will all be reviewed by the Headteacher on a case-by-case basis.

Parent declaration:

- I understand it is my parental duty to apply appropriate filtering and monitoring to any smart phone.
- I understand that my child will hand the smart phone in on arrival to school, keeping it switched off throughout the day.
- I understand it is my responsibility to make sure that only age-appropriate apps are available on this device.
- Should my child have the phone out while on school property I understand this agreement will be revoked.
- Should my child be involved in any online safety concerns then I understand this agreement will be revoked.
- I understand that it is my responsibility to provide appropriate insurance cover for loss or damage.

Children's responsibilities:

- The smart phone is switched off and put away before I arrive on site (entering the front gates at the car park). If the phone is seen by staff, I accept it will be confiscated.
- At the end of the school day, the smart phone is not taken out until I have left the school grounds (front car park gates). If the phone is seen by staff, I accept it will be confiscated.
- The smart phone is handed in to my class teacher on arrival to school.
- The smart phone is not used for any inappropriate behaviour outside of school (e.g. online bullying), if it is then this agreement will be revoked.

Smart Phone Exceptional Circumstances Application Form

Child's Name : Year Group: Class:

Phone Make, Model & Colour:

Is filtering enabled by the phone operator: Yes / No

Is filtering enabled on home broadband: Yes / No

Is the phone monitored frequently by appropriate adult: Yes / No

By signing below, I confirm I have read and agree to the terms listed above.

Name of Parent/Guardian:

Signature:

Date:

The Headteacher will be in touch to discuss this application further. The phone should not be on site without prior consent from the Headteacher.



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Appendix B – Approval Letter Template (Standard)

Dear [INSERT NAME]

I am writing to confirm that [INSERT NAME] has been granted permission to bring his/her smart phone on site.

As per the application, please can I remind you of the following expectations:

Parent declaration:

- I understand it is my parental duty to apply appropriate filtering and monitoring to any smart phone.
- I understand that my child will hand the smart phone in on arrival to school, keeping it switched off throughout the day.
- I understand it is my responsibility to make sure that only age-appropriate apps are available on this device.
- Should my child have the phone out while on school property I understand this agreement will be revoked.
- Should my child be involved in any online safety concerns then I understand this agreement will be revoked.
- I understand that it is my responsibility to provide appropriate insurance cover for loss or damage.

Children's responsibilities:

- The smart phone is switched off and put away before I arrive on site (entering the front gates at the car park). If the phone is seen by staff, I accept it will be confiscated.
- At the end of the school day, the smart phone is not taken out until I have left the school grounds (front car park gates). If the phone is seen by staff, I accept it will be confiscated.
- The smart phone is handed in to my class teacher on arrival to school.
- The smart phone is not used for any inappropriate behaviour outside of school (e.g. online bullying), if it is then this agreement will be revoked.

Please accept this letter as confirmation of our approval for the smart phone to be bought into school.

Kind regards,

Mr Jackson

Appendix C - Approval Letter Template (Medical)

Dear [INSERT NAME]

I am writing to confirm that [INSERT NAME] has been granted permission to bring his/her smart phone on site. The approval has been granted on the basis of medical grounds.

Please accept this letter as confirmation of our approval for the smart phone to be bought into school.

Kind regards,

Mr Jackson