



New Mills School

MOBILE PHONE AND MOBILE DEVICE POLICY

Revision	Authorised by	Date	Adopted by	Date
Draft	D McGloin	July 2016	FGB Min No.20	21/07/2016
Update	I Withers	February 2020	FGB Min No	
Review	E Adrio	December 2023	FGB Min No 17	14/12/2023

Revision	Date	Description of Changes
Draft	July 2016	New Policy issue
Update	February 2020	Inclusion of the wording 'mobile communications technology', inclusion of the wording 'smart devices', removal of 6 th Form expectations
Review	September 2022	Rewrite of Policy based on model from the Key. Amendments required as a result of staff members having children/relatives at New Mills School
Review	December 2023	Minor amendments and revisions

Signed: P Inman..... Date:14/12/2023.....
 Chair of Governors

Contents

- 1. Introduction and aims 3**
- 2. Roles and responsibilities..... 3**
 - 2.1 Staff 3
 - 2.2 Governors..... 3
- 3. Use of mobile phones by staff 3**
 - 3.1 Personal mobile phones..... 3
 - 3.2 Data protection 4
 - 3.3 Safeguarding 4
 - 3.4 Using personal mobiles for work purposes 4
 - 3.5 Sanctions 4
- 4. Use of mobile phones by pupils 5**
 - 4.1 Sanctions 5
- 5. Use of mobile phones by parents, volunteers and visitors 6**
- 6. Loss, theft or damage..... 6**
- 7. Monitoring and review..... 6**

1. Introduction and aims

At New Mills School 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 disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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 Assistant Headteacher responsible for safeguarding is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

On an annual basis this policy will be reviewed by the schools governing body and approved for implementation.

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, while children are present/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 staff room).

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
- Whilst undertaking duty responsibilities such as break time, lunch time and support where access to school systems such as SIMS, ClassCharts etc. is appropriate
- 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 01663 743483 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 see our [data protection policy](#) for more information.

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.

Please see our [ICT acceptable use and online safety policies](#) for more information.

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.

Except to this rule will apply to staff members who have their own children at New Mills School. School must be made aware of any staff member by has children who attend the school.

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
- Supervising off-site trips
- Supervising residential visits

Please see our [trips and visits policy](#) for more information.

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

3.5 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

We understand that phones and headphones are a part of modern life and are a really useful resource for keeping in touch and staying safe.

All students can have a mobile phone with them, but they will need to:

- Keep it in their inside pocket
- Make sure it is not seen and not heard (unless directed to be used by their class teacher)
- Keep headphones in their pockets

Our approach to electronic devices including mobile phones, smart phones, MP3 devices and other similar devices is simple – they are not to be seen, heard or used at any point during the school day (including lunch and break). Students will be fully focused on their learning and not be distracted by electronic devices.

Students must not use devices to record staff or students. If we believe this to be the case, we will contact families straight away and confiscate the device.

Families and students should be aware of the following:

- If a student is seen using any device during the school day it will be confiscated immediately
- If a student is seen with a device outside of lesson time it will also be confiscated
- Students can collect their devices from Student Reception at the end of the day

4.1 Sanctions

The following sanctions will be imposed if a student is found to be using a mobile device in school without permission:

- Mobile phone will be confiscated and placed into reception for safe keeping.
- The incident will be logged onto our behaviour system ClassCharts.
- Student can collect the device at the end of the day.
- Repeated incidents of phone confiscation will result in further sanctions being imposed.

NB: Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

In addition, there may be times when staff are concerned regarding the content on a student's mobile phone (e.g., video footage, images, etc). Staff members have the power to search pupils' phones, as set out in the *DfE's guidance on searching, screening and confiscation*. The DfE guidance allows you to search a pupil's phone if you 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.

The checking of content on a mobile phone must be completed with two staff members always present.

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

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 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 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 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.

6. Loss, theft or damage

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

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.

Students and parents will be made aware of the disclaimer through a letter sent home each September.

Confiscated devices will be stored in the school reception area in a secure, locked cabinet. If a student's device has been confiscated, school will become responsible for the device, and can be held responsible for loss, theft, or damage. All schools continue with:

Lost phones should be taken to the school reception who will then attempt to contact the owner.

7. Monitoring and review

New Mills 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