Oxenhope Church of England Primary School

# Mobile phone and devices in school policy AND Acceptable use contracts

**If you are concerned about the safety of a child, act!**

Our Named Persons for Child Protection are Alice Jones (Head Teacher), Laura Woodhead (Pastoral Manager), Nichola Costello (Office Manager), Janet Hopkinson (Learning Support Assistant), Joanne Brown (Assistant Head Teacher) and Oliver Thurlby (Class Teacher)

Useful phone numbers:

School – 01535 642271

Social Services Initial Contact Point 01274 437500

NSPCC – 0808 800 5000

West Yorkshire Police – 101 or 999

This policy must be read alongside the school's child protection and safeguarding policy

| Created By: | Last reviewed: | Next Review Date: |
|---|---|---|
| A Jones | September 26 | September 2027 |

## School Vision

We provide the rich soil allowing children and adults to flourish and develop deep roots. We nurture **growth**, enabling children and adults to thrive as our Christian values blossom in their lives. We cultivate a sense of pride in our rural **community** where children and adults are **loved** and valued.

*May our children flourish in their youth like well-nurtured plants. Psalm 144 v 12.*

Throughout our curriculum and school life, along with our school vision, these three golden strands permeate through everything we do.

### Community

Jesus often spoke of unity in our communities and encouraging one another on our journey. He spoke of bearing each other's burdens in love and helping those in need.

'Live in harmony with one another.' Romans 12 v 16



### Love

It says in the Bible that God is Love and encompasses all that is loving and good. Jesus showed the ultimate unconditional love when he laid down his life for us on the cross. Therefore, this love should lead to a desire to love other people.

'Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.' Ephesians 5 v 2



### Growth

Just like a plant, we must endure the difficult times along with the good; but God has sent us his Holy Spirit to help and strengthen us so we can bear fruit and grow in the likeness of Christ.

'Grown in the grace and knowledge of our Lord and Saviour Jesus Christ.' 2 Peter 3 v 18



## Related Policies

This policy should be read in conjunction with:

- The school's behaviour policy
- Keeping children safe in education
- Staff code of conduct
- The safeguarding and child protection policy
- The Government Guidance on Mobile Phones in Schools
- The Mobile Phones and Devices Policy

## Introduction and rationale

Every school has a duty to create an environment that is calm, safe and free from distraction so all pupils, whatever their background, can learn and thrive. One of the greatest challenges facing schools is the presence of mobile phones. Today, by the age of 12, 97% of pupils own a mobile phone.

Mobile phones risk unnecessary distraction, disruption, and diversion. This not only distracts the single pupil using the phone, but disrupts the lesson for a whole class, and diverts teachers' efforts away from learning. We owe it to our children to do what we can to remove distractions and enable them to be fully present and engaged in the classroom. We also owe it to our pupils to keep them safe at school. One in five pupils have experienced bullying online.

By removing mobile phones from the school day, we can create a safe space where pupils are protected from the risks and dangers associated with social media and cyber-bullying, as well as the peer pressure and possible stigma associated with owning what are often expensive devices. This is why we are determined that all schools should prohibit the use of mobile phones throughout the school day – not only during lessons but break and lunchtimes as well. Three in ten pupils cite making and maintaining friendships and their mental health as a cause of worry, anxiety, or depression.

By removing mobile phones, children and young people can spend more time staying active and socialising face to face with their peers, activities which have a positive impact on wellbeing.

Schools can help children and young people develop these habits, which will in turn help them thrive outside of school. During recent stakeholder engagement, headteachers and leaders reported that after removing mobile phones from the school day, the whole culture of the school changes for the better. The environment becomes safer, protecting pupils not only from the short-term distraction of a notification but also the background noise of their lives outside school. Without their mobile phone at school, pupils have the headspace and calm to focus on their lessons.

At Oxenhope C of E Primary 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

## Roles and responsibilities

Staff and Volunteers

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 is responsible for monitoring the policy every 2 years (or when new guidance is published), reviewing it, and holding staff and pupils accountable for its implementation.

Governors

The school governors are responsible for ensuring this policy is fully enacted.

Parents and carers

To read this policy and understand the content. Inform the school office if they do not want their child's image and information used on the school's website, displays in school or on social media. Read and sign the acceptable use contract.

Pupils

Follow the rules the school put in place around handing in devices at the start of the school day. Use technology responsibly keeping in mind the learning around Online Safety. To read and sign the acceptable use contract.

## Use of mobile phones / devices by staff

Staff (including volunteers, contractors, and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send personal messages, while directly in the presence of a pupil(s).

Use of mobile phones for personal use must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There are 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
- For personal medical appointment or correspondence
- Communication with school-on-school visits/ visits to the nature area.

The headteacher/SLT should be aware if staff are accessing their mobile phones in the above circumstances. 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 telephone number as a point of emergency contact.

Mobile phones/devices are sometimes used in school for music purposes. Staff must speak to the headteacher before using their mobile phone for music. Where possible this should be a last resort.

## 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.

Staff must recognise that their devices are used at their own risk and that they are liable for any damage caused.

**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:

- Dojo app
- Emergency evacuations
- Supervising off-site trips
- Supervising residentials/ school visits

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 (unless in exceptional circumstances)

**Use of mobile phones / personal electronic devices by pupils**

Pupils are not permitted to use a mobile phone or any smart device (including smart watches with communication functions) at any point during the school day. This includes lessons, movement between lessons, breaktimes and lunchtimes.

Any pupil who brings a mobile phone for the journey to and from school must hand the device in at the start of the school day in line with school procedures. Devices will be returned at the end of the day.

Any use of a mobile phone or smart device during the school day is strictly prohibited unless there is a clearly agreed exception.

The school recognises that in exceptional circumstances, reasonable adjustments may be required. This may include pupils with medical needs, disabilities or other significant circumstances. Any exception must be agreed in advance with the Headteacher and will be risk assessed to ensure the safety and wellbeing of all pupils.

**Sanctions**

Certain types of conduct, bullying or harassment can be classified as criminal conduct.

The school takes such conduct extremely seriously and could 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 because of someone's ethnicity, religious beliefs, or sexual orientation

Failure to follow this policy will result in proportionate sanctions in line with the school's Behaviour Policy. This may include confiscation of the device, parental contact and further behaviour sanctions where appropriate. Repeated breaches will be treated as a serious behaviour concern.

**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 celebration worship), or of their own child without permission from the school's senior members of staff. Parents must not take photographs where other children are in the background of the picture.
- 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:

- 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 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. 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.

Lost phones should be returned to the school office. 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 pupils' education, behaviour and welfare. The headteacher is responsible for monitoring the policy every 2 years.

When reviewing the policy, the school will consider:

- 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

Appendix 1 –

# The Acceptable Use Contract – for parents and carers

- 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 the main entrance area.
- Do not take photos or recordings of pupils (unless it is your own child and at an agreed time that school allow), or staff without permission from the school's senior members of staff.
- The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.
- Know that a full copy of our mobile phone policy is available from the school office.
- Do not contact school staff about school matters on private numbers/Facebook messenger/messenger sites.
- Contact school staff through Dojo or email/phone the school office.
- Do not contact school staff through Dojo after 5pm and not on weekends or during holidays
- Support the school's endeavours regarding online safety
- Seek advice about online safety
- Do your upmost to gain understanding around parental locks and age limits on social media and games
- Work with the school to ensure your child's devices are locked down to stop any inappropriate usage or online safety threats
- Understand that matters involving online safety outside of school are primarily the responsibility of parents and carers
- Parents and carers are encouraged to read the read the online safety policy
- Parents must not take photographs where other children are in the background of the picture.

| | | | |
|---|---|---|---|
| **Child's name** | | | |
| **Signed** | | **Date** | |

Appendix 2

# The Acceptable Use Contract – for staff (inc volunteers and visitors)

Please keep your mobile phone on silent/vibrate while on the school grounds.

Staff (including volunteers, contractors, and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send personal messages, while directly in charge of pupil(s). Phone calls should be answered out of the direct ear hot of pupils and staff should not leave other staff members low of staff ratio to take the call.

Use of mobile phones for personal use should be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There are 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
- For personal medical appointment or correspondence
- Communication with school-on-school visits/ visits to the nature area.

The headteacher/SLT should be aware if staff are accessing their mobile phones in the above circumstances. 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 telephone number as a point of emergency contact.

Mobile phones/devices are sometimes used in school for music purposes. Staff must speak to the headteacher before using their mobile phone for music. Where possible this should be a last resort.

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:

- Dojo app
- Emergency evacuations
- Supervising off-site trips
- Supervising residentials/ school visits

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 (unless in exceptional circumstances)

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 a staff member felt it necessary to use their phone to take a photo, this must be deleted straight after uploading or sending to a school account. The use of a specific app to support the learning of a pupil(s) (on a personal device) is permitted only if it does not record personal information (photographs / confidential details), however staff must recognise that their devices are used at their own risk and that they are liable for any damage caused.

A full copy of our mobile phone policy is available from the school office.

Staff must read the online safety policy

| **Member of staff's name:** | | | |
|---|---|---|---|
| **Signed** | | **Date** | |

Appendix 3

# The Acceptable Use Contract – for Pupils

It is important that you follow these rules to keep yourself safe:

- If you bring a phone or tablet to school, you hand it in to your teacher.
- You remember our online safety rules:




My name is:

Date: