



BORDESLEY MULTI ACADEMY TRUST

T4-03 Mobile Phone Policy
Tier 4 – Model School Non-Statutory Policy
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1. Bordesley Multi Academy Trust Mission Statement

We believe that success is achieved by working in partnership with parents, carers and the wider community. We are committed to working with our partners to ensure the very best outcomes for all our learners, from 3 to 19.

The significant guiding principles of the MAT are based around autonomy, trust, respect, equity and outstanding relationships. We believe that positive and constructive relationships are at the heart of every successful school. This allows the entire community to be valued and challenged to be their best, raising aspirations for all.

2. Introduction and aims

- 2.1 At [school name] 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.
- 2.2 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, behaviour, staff code of conduct.
- 2.3 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

3. Roles and responsibilities

- 3.1 All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.
- 3.2 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.

4. Use of mobile phones by staff

There are no set rules/requirements about use of mobile phones by staff in schools. It's up to you to decide on the approach that works best for your school.

The text below is an example only, and you should adapt it to suit your needs.

Personal mobile phones

- 4.1 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).
- 4.2 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.
- 4.3 If special arrangements are not deemed necessary, school staff can use the school office number [insert number] as a point of emergency contact.

Data protection

- 4.4 Staff must not use their personal mobile phones to process personal data, or any other confidential school information.
- 4.5 Include information here about where more detailed guidance on data protection can be found. For instance, your school's data protection policy or ICT acceptable use policy.

Safeguarding

- 4.6 Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.
- 4.7 Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.
- 4.8 If your school includes similar details about connecting with parents or pupils over messaging app or social media in your ICT acceptable use or online safety policies, you should cross-reference those policies here.
- 4.9 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.
- 4.10 If your school uses classroom apps or programmes that require the use of a member of staff's mobile phone, you should explain the appropriate use of mobile phones in these circumstances.
- 4.11 Likewise, if you allow staff to use their phones to access the internet, explain your policy for this.

Using personal mobiles for work purposes

- 4.12 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

Link to your policy on educational visits, if relevant.

4.13 Consider: allowing staff to use personal mobile phones when supervising residential visits or school trips makes their contact details available to pupils and parents. Could you provide a school mobile instead, or a SIM card with a separate number?

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

Work phones

If your school provides mobile phones to members of staff as equipment for their role, amend this section as appropriate. Otherwise, delete it and renumber the subsection below.

- 4.14 Some members of staff are provided with a mobile phone by the school for work purposes.
- 4.15 Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.
- 4.16 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

- 4.17 Staff that fail to adhere to this policy may face disciplinary action.
- 4.18 See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

- 5.1 Explain your school's approach to pupils bringing mobile phones to school. Consider:
- Whether pupils are allowed to bring a mobile to school, and in what circumstances. For instance
 - Travelling to school by themselves
 - Young carers who need to be contactable
 - If pupils are allowed to bring phones to school, but not use them, how they must be stored
 - If pupils are allowed to use their phones during the school day, in what circumstances this is allowed. For instance:
 - During break or lunch times
 - At the direction of the teacher for classroom activities/trips and visits/educational activities only

- 5.2 If you need help deciding what approach to take, you can take a look at examples of what other schools have done.
- 5.3 You should be sure that any approach you choose is practical for your school to implement and monitor. For instance, allowing pupils to use their phones, but prohibiting them from using the camera function may be difficult to monitor and enforce.
- 5.4 If you allow pupils to use mobile phones, insert the following sentence:
“Pupils must adhere to the school’s [code of conduct/acceptable use agreement] for mobile phone use (see appendix 1)”. This could also be incorporated into the ICT UAP

Sanctions

- 5.5 Explain the sanctions you will use if a pupil is in breach of this policy. For example:
- Will phones be confiscated? (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
 - If they are confiscated, who is allowed to collect them, and when? What is the process for this?
 - How do the sanctions for mobile phone use link with your school’s wider behaviour policy?
- 5.6 You may also wish to explain that 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 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.
- 5.7 Be as detailed as possible so that staff, pupils and parents all understand what steps they should take if they find inappropriate content on a phone, or if they suspect inappropriate behaviour.
- 5.8 Depending on the age of your pupils, you may also wish to add: 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

6. Use of mobile phones by parents, volunteers and visitors

- 6.1 Adapt this section as necessary. For instance, if you only allow staff to use phones in staff-only areas of the school, consider how and when parents, volunteers and visitors may use their phones if they don’t have access to these areas.
- 6.2 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
- 6.3 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.
- 6.4 Include more detail here based on your school's procedures. For example, if you will provide a copy of this policy, or a summary of the rules, include this detail here.
- 6.5 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
- 6.6 Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above.
- 6.7 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.

7. Loss, theft or damage

- 7.1 If you allow pupils to bring phones to school, insert:
- “Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.”
- 7.2 You should include details of how you would like pupils to label their phones, and update the code of conduct in appendix 1 to also include these details.
- 7.3 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.
- 7.4 All schools continue with:
- “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. “
- 7.5 Explain how you will make sure pupils and parents are aware of the disclaimer above. For example, you could:
- Put signs up in the school entryway or office
 - Include disclaimers in your permission forms for bringing a phone to school
 - Include a disclaimer in your home-school agreement (if you have one)
 - Provide a copy of your policy and disclaimer to new pupils and parents
- 7.6 If your school confiscates phones from pupils, add:
- Confiscated phones will be stored in the [school office/other appropriate location] in [a secure location/locked cabinet].

- 7.7 Schools that confiscate phones from pupils become responsible for the phone, and can be held responsible for loss, theft, or damage. Adapt the statement above to explain where and how confiscated phones will be stored, and who is responsible for them.
- 7.8 All schools continue with:
- Lost phones should be returned to [insert appropriate person or office]. The school will then attempt to contact the owner.

8. Monitoring and review

- 8.1 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

Appendix 1: [Code of conduct/acceptable use agreement] for pupils

[Code of conduct/acceptable use agreement]

Adapt this agreement to reflect your school's approach as set out in section 4. You may also need to adapt the language to suit the age of your pupils.

If you don't allow mobile phones in school, you can delete this section, or simplify it to say something like:

"I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has permitted me to do so in writing."

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.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. 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
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. 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.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour 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.

Appendix 2: Permission form for pupils to use mobile phones during lessons

Use this form if you normally allow pupils to bring their phones to school, but not to use them during lessons.

You may wish to get these forms counter-signed by a member of the senior leadership team, and to send a copy home with parents.

PUPIL AND LESSON DETAILS	
Pupil name:	
Date:	
Class/lesson details:	

PURPOSE
Teachers should fill out this box explaining how the phones will be used during the lesson

Pupil agreement

I understand that I am being allowed to use my phone during lesson time as part of an educational or class activity.

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 [code of conduct/ acceptable use agreement] on the use of mobile phones still applies.

Pupil signature: _____

Teacher signature: _____

Appendix 3: Permission form allowing a pupil to bring their phone to school

Use this form if you don't normally allow pupils to bring their phones to school, but are granting an exception.

It should be signed by parents. In secondary schools, it may also be appropriate to get pupils to sign.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow [pupil name] to bring [his/her] mobile phone to school because [he/she]: List the appropriate reasons here. We've listed some common exceptions below (you can delete as required):

- Travels to and from school alone
- Is a young carer
- Is attending a school trip or residential where use of mobile phones will be allowed
- Needs the phone for an educational activity during class time
- Attends before or after-school where a mobile phone is required for the activity, or to contact parents

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its [code of conduct/acceptable use agreement].

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 4: 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 4 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 pupils are present. If you must use your phone, you may go to [insert location]
- Do not take photos or recordings of pupils (unless it is 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 from the school office.

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 [insert location]
- Do not take photos or recordings of pupils (unless it is your own child), or staff
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- Please do not use phones where pupils are present. If you must use your phone, you may go to [insert location]
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

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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 [insert location]
- Do not take photos or recordings of pupils (unless it is 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 from the school office.
