



Mobile Phone Policy

Date: April 2023
Review Due: April 2024

Reviewed Annually

1. Introduction and aims

At Nicholas Chamberlaine School we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, 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 students, staff, parents and volunteers
- Support the school's other policies, especially the Culture and Ethos (Behaviour) policy

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.

Ms Turner, Deputy Head, is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

2.2 Governors

The Governors of Nicholas Chamberlaine School oversee all of the school policies

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 lesson time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students 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
- In the case of acutely ill dependents or family members

The Head 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 02476 312308 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. For further information, please see the school's data protection and ICT acceptable use policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or students, 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 students.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

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, although work phones are available for this purpose
- Supervising residential visits
- Walkaround duty

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 student
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.5 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.

3.6 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 students

We accept that mobile phones are now part of everyday life, especially for children and young adults. However, the use of technology can and does easily lead to potential bullying and breaches of rights of others (i.e. filming without permission), as well as disrupting and distracting from learning.

It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined below:

Mobile devices should be switched off and kept out of sight at all times of the school day. Students should turn their mobile device off before entering the school site and they will only be permitted to use them once they leave at the end of the day.

Should a student need to contact home they can do so by speaking with a member of staff who will supervise them contacting home. The school insists that the student use the school phone to contact home.

Should a parent/carers need to contact their child they should contact the main office on 02476 312308.

“Mobile devices” includes mobile phones, tablets, smart watches and ear phones. The list of mobile devices is not exhaustive and the school reserves the right to confiscate items that are deemed to be inappropriate.

Students are not permitted to listen to music through mobile devices during the day and headphones are not to be worn without authority from a member of staff.

Under no circumstances should mobile devices be out of bags in changing rooms.

4.1 Sanctions

Students who infringe the rules set out above will have their mobile device confiscated. A student must hand over the device to a member of staff on request. Parents/carers will be contacted at the end of the day and allowed to collect the phone the following day. If a student breaks the rule twice the phone will be kept in the school safe for one week. If the student continues to break this rule they will not be allowed to bring their phone into school.

If the student refuses to give the device to the teacher, this will be deemed to be an act of defiance and as such the student will be sanctioned in line with the school’s Culture and Ethos policy.

If students have been found to have used a device to contact home without following the above guidelines, they too will be sanctioned in line with the Culture and Ethos policy as outlined above.

The school will not accept responsibility for any loss, damage or costs incurred due to mobile devices being used or confiscated. This is in accordance with sections 91 and 94 of the Education and Inspections Act 2006.

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
- 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. Loss, theft or damage

The school cannot take any responsibility for the loss or damage of any electronic device. Students bringing phones to school must ensure that they are stored securely when not in use.

Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

6. 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 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

7. Appendix 1: Acceptable use agreement for students

Acceptable use agreement

1. You may not use your mobile phone during lessons
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. 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.
12. 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.