



Cardinal Langley RC High School

MOBILE PHONE POLICY

Policy Type:	School Policy (not statutory)
Policy Implementation/Approval	Governors' Curriculum & Pupils' Issues Committee
Review Frequency:	Every 3 years
Last Reviewed/Approved:	New Policy in 2021 (replaces the old mobile phone protocol from 2013)
Policy reviewed by:	Pastoral Deputy Headteacher – Mrs A Williams
	Sponsor Governor – Mr B McAnenny
Date of Next Scheduled Review:	Autumn 2024

Introduction and aims

At Cardinal Langley RC High 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 other school 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

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy which will be reviewed every three years.

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.

Use of mobile phones by staff

Personal mobile phones

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 is 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.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information as per our data protection policy and ICT acceptable use policy.

Safeguarding

Staff should not give 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.

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

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 students, 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 or, if there is no alternative to a personal mobile phone, the member of staff must dial 141 prior to entering the telephone number.

A school mobile is available for staff involved in off-site trips and residential visits.

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.

When using a school mobile, 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.

Staff Sanctions

Staff who fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

Use of mobile phones by students

The use of mobile phones or other electronic devices is not permitted in school unless at the direction of a member of staff for classroom activities/trips and visits/educational activities.

Whilst we appreciate that students may need a mobile phone on the way to and from school they are not to be seen or used in school. If a mobile phone or an electronic device is brought into school it is to be switched off and placed inside their school bag.

Students must adhere to the school's acceptable use agreement for mobile phone use (Appendix 1).

Student Sanctions

If a mobile phone or other electronic device is seen or used during the school day, one warning will be given to switch the phone off and put it away. Failure to follow this request will lead to it being confiscated by the member of staff and a detention being issued. In the first instance, the device will be confiscated, taken to the main office (where it will be stored in a locked container), parents/carers will be notified and the device will be collected by the student at the end of the day. For a second offence, the device will be confiscated, taken to the main office (where it will be stored in a locked container), parents/carers will be notified and informed that the device can only be collected from the school reception by them. For further offences consequences will be issued.

Certain types of conduct, bullying or harassment can be classified as criminal conduct (see KCSiE 2021). 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

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 students, 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 students

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 (Appendix 2).

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 students, their work, or anything else which could identify a student

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for students 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

Students bringing phones to school must ensure that phones are easily identifiable, and 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. 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 students are travelling to and from school.



Confiscated phones will be stored in the school office/other appropriate location in a secure location/locked cabinet. Lost phones should be returned to Student Services. 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 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 organisations.

Policy Adoption/Approval:

Signature of Headteacher:		Date:	01.03.2022
Signature of Chair/Vice-Chair of the C&P Committee		Date:	01.03.2022

Appendix 1: Mobile Phone Acceptable Use Agreement for students

You must adhere to 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 students.
4. You must not take photos or recordings (either video or audio) of school staff or other students 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 students 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 whilst 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: Mobile Phone Information Slip for Visitors

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 students are present. If you must use your phone, you may go to the staff room (staff) or reception (parents).
- Do not take photos or recordings of students (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with students

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.