



Inspire Education Trust

Together we achieve, individually we grow

Acceptable Use of Mobile Phones Policy

Blue Coat CE Secondary School

Policy Date: January 2024

Review Date: January 2026

Document History

Version	Status	Date	Author	Summary Changes
V1		July 2021	Claire Milbourne	
V2		January 2024	David Bedford	Added detail for the sanctions in place for the use of mobile phones around site. Added that students may be kept on silent or turned off.

Contents

1. Definitions	3
2. Assessment of Policy's Impact.....	3
3. Introduction and aims.....	3
4. Roles and responsibilities.....	4
5. Use of mobile phones by staff	4
6. Use of Mobile phones by students	5
7. Use of mobile phones by parents, volunteers and visitors	7
8. Loss, theft or damage.....	7
9. Monitoring and review	7
Appendix A: Template mobile phone information slip for visitors	8

1. Definitions

Mobile phones - For the purposes of this policy, all references to 'mobile phones' should be taken to include use of all mobile technologies.

2. Assessment of Policy's Impact

The effectiveness of this policy and its impact will be assessed by The Senior Leadership Team, who will monitor the outcomes and impact of this policy every two years. The evidence base for assessment will be presented as agenda items at SLT, who will modify the policy as deemed appropriate periodically.

3. Introduction and aims

At Blue Coat Church of England School, our vision is "Living life in all its fullness". We exist to equip our students to 'live life in all its fullness' by providing excellent education, which is distinctively Christian and inclusive of all. At the heart of this education are the values of Care, Hard Work, Respect, Integrity and Servanthood, working Together for the good of all individuals, the school and wider communities.

At Blue Coat 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 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

4. Roles and responsibilities

4.1 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.

A senior member of the pastoral team is responsible for monitoring the policy every two years, reviewing it, and holding staff and students accountable for its implementation.

4.2 Parents

Parents are responsible for supporting this policy. Parents/carers should be aware if their child takes a mobile phone to school. Mobile phones should be switched off or kept on silent and kept out of sight on site during the school day unless a teacher has specifically permitted students to use them for an authorised educational activity.

If parents have an emergency and need to contact their son/daughter, then they should telephone the school office in the usual way and a message will be passed on. Should there be a whole school emergency such as heavy snowfall which may cause early closing, students will be allowed to use mobile phones to rearrange their transport as instructed.

5. Use of mobile phones by staff

5.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) should lead by example and are discrete in their use of mobile phones while children are present. ClassCharts is accessible on a mobile device to award achievement points and sanctions. Staff mobile phones should never be used for personal use during contact time.

In some circumstances it may be appropriate for staff to use 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

5.2 Data Protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. (Further reading GDPR and ICT acceptable use policy).

5.3 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.

6. Use of mobile phones by students

Students are not allowed to have mobile phones out in school, or to use mobile phones in school. Students must put mobile phones away before coming on to school site.

Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school or cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

There may be circumstances in which it's appropriate for a student to use their phone
For instance:

- At the direction of the teacher for classroom activities/trips and visits/educational activities only
- At the request of SLT/Pastoral staff who may need to see information from a student's phone.

Mobile phones and valuables in PE

Students are responsible for the safekeeping of any personal items such as mobile phones throughout the school day. The school cannot take any responsibility for a phone that is lost, mislaid or taken during the school day. However, in PE lessons, staff will collect in valuables for safe keeping that students hand in. Staff cannot be responsible for checking all items have been handed in: students must take responsibility for handing in items of value. If for any reason the staff member does not request for

valuables to be handed in (for example when a cover member of staff takes the lesson), students should request that valuable items, including mobile phones, are handed in for safe keeping.

6.1 Sanctions

Use of mobile phones will be logged as a sanction on ClassCharts.

If a mobile phone is used inappropriately or seen when a member of staff has not given permission for its use the member of staff will be required to confiscate it immediately. The mobile phone will be booked in at school reception for safe storage. On the first occasion on which a student's phone is confiscated, the student will be able to collect it from the school office at the end of the day. On the second or subsequent occasion within a half term on which their phone is confiscated, the parent/carer will be contacted and asked to collect the phone from Reception at the end of the school day. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)).

Any student who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by a member of the pastoral or Senior Leadership Team and the refusal will be treated as disciplinary matter and dealt with accordingly. If a student refuses to hand over the mobile phone during social time, a W4 detention will be awarded. Further sanctions may be given for persistent offenders, including an expectation that a mobile phone is handed in to the pastoral team at the start of the school day.

The use of a phone to record by video or photography any images of students or staff of this school is forbidden and will warrant sanction. A student posting images, messages or text on the internet may receive a severe sanction where such material brings the school into disrepute, causes discomfort or is deemed to constitute cyber bullying. The school will inform the police as deemed appropriate. This rule also applies to the journey to and from school.

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

Staff have the power to search students' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#).

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

Parents, visitors and volunteers must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not using a mobile phone around students
- Not using a mobile phone in a public part of the school buildings, including reception
- Not taking pictures or recordings of students
- Not using any photographs or recordings for personal/business use, 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.

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 in section 6 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.

8. Loss, theft or damage

Lost phones should be returned to the school office. The school will then attempt to contact the owner. Mobile phones that are found in the school and whose owner cannot be located should be handed to reception.

Students must secure their phones as much as possible, including using passwords/pin numbers/biometrics/face recognition 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.

9. 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:

- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

This policy will operate in conjunction with other policies including the *E-Safety Policy*, *Internet Acceptable Usage Policy*, *Anti bullying Policy* and *Child Protection Policy*.

Appendix A: Template mobile phone information slip for visitors

Use of mobile phones in our school

- Please keep your mobile phone on silent while on the school grounds.
- Please do not use phones where students are present.
- Do not take photos or recordings of students.
- 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.

Reviewed by:

David Bedford

January 2024

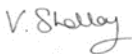
Next Review Date:

January 2026

Approved by Governors:

February 2024

Signed:



Victoria Shelley
Headteacher



Charlotte Marten
Chair of Governors