



Ryedene Primary and Nursery School

'Growing Together to Succeed'

Mobile Phone Policy

December 2024

(Next review December 2026)

Introduction

At Ryedene Primary School (the "School"), we recognise 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. We aim to set an example for, safe and responsible phone use by giving clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers.

We are also aware 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

All 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.

Staff

During the school day, all mobile phones should be kept on silent/vibrate mode, but should be accessible due to the school office using emails as the main way of contacting staff. Phones may be used for personal use during break and lunch-times, and within areas of the school where pupils are not present.

Mobile phones should not be left unattended. The school cannot take responsibility for items that are lost or stolen.

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 is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment, where such equipment is readily available. If it is necessary to use a personal mobile phone for such an activity, the photo must be immediately deleted from the device once it has been uploaded onto the school system.

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will use their phones in an appropriate and professional manner, in line with our staff code of conduct.

This guidance should be a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Parent, Visitors or Volunteers in School

Adults either in school or accompanying children on school trips should only use their mobile phone to take pictures of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school device.

Pupils

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school **if they walk to and from school without adult supervision**, the School discourages pupils from bringing mobile phones to school, due to the potential issues raised above.

When a child needs to bring a phone into school (**due to walking to and from school without adult supervision**), the phone must be left in the school office at the start of the day and collected at the end of the day. Once the phone has been collected, the child should leave the school premises and not loiter on school grounds. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that the School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil and handed to a member of the office team, who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a member of the Senior Leadership Team.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a member of the Senior Leadership Team (please see more guidance on 'sexting' in our child protection policy).

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents talk to their children about the appropriate use of text messages, as they can often be used to bully pupils.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone, StudyBugs messaging or e-mail.

Review: This policy will be monitored and reviewed as required but at least every two years.