

Fulford School

Mobile Phone Policy



Last reviewed on: September 2024

Next review due by: September 2026

Responsible: Deputy Headteacher - Pastoral

Contents

1. Introduction and aims	2
2. Roles and responsibilities	2
3. Use of mobile phones by staff	3
4. Use of mobile phones by pupils	4
5. Use of mobile phones by parents/carers, volunteers and visitors.....	5
6. Loss, theft or damage	6
7. Relevant guidance	6
8. Related documents.....	6
9. Monitoring and review	7
10. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances.....	8
11. Appendix 2: Permission form allowing a pupil to bring their phone to school.....	9

1. Introduction and aims

At Fulford School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Roles and responsibilities

All staff (including teachers, support staff and supply staff) are responsible for consistently 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.

Governors are responsible for approving this policy and ensuring it is enforced appropriately.

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 use their personal mobile phone, while pupils are present. 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 staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- 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 01904 633300 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

Staff must secure their personal mobile phone and failure to do so could result in a data breach.

Detailed guidance on data protection can be found in the school's data protection policy and ICT acceptable use policy.

3.3 Safeguarding

Staff must not give their personal contact details to parents/carers 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/carers or pupils.

Staff must not use their personal 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.

Staff must secure their personal phone or device and failure to do so could result in a data breach.

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:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Where possible use their phone in an office/staffroom away from students
- 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/carers. 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.

4. Use of mobile phones by pupils

Pupils are permitted to bring a mobile phone into the school, but it should be switched off before they enter the school gate and only switched back on at the end of the day when pupils are outside the gates by the PSU. Pupils in year 7, 8, 9, 10 and 11 will not be asked to use mobile phones in school lessons.

Pupils' mobile phones should not be seen or heard by a member of staff to avoid confiscation.

We also strongly recommend that expensive devices are not brought into the school as pupils may be involved in activities such as Physical Education (PE), which means they cannot always have their items with them.

If a pupil is found using their mobile phone (this includes the device ringing, vibrating or making sounds to notify the user of alerts etc.) it will be confiscated. When a mobile phone is confiscated it will be returned at the end of the school day and an afterschool detention issued.

Persistent use of mobile phones will lead to bespoke sanctions and interventions such as reflection, a requirement for parents or carers to collect the phone or fixed term suspension.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

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

If during an investigation, staff believe that an indecent image of children or adults on the phone or device they should not view the image. The Designated Safeguarding Lead and the Headteacher should be informed and the phone or device will be confiscated and secured by the Designated Safeguarding Lead, the police will then be contacted to continue the investigation. The return of the phone or device will only be sanctioned on the conclusion of the police investigation

Smartwatches are wristwatches equipped with advanced technology, offering more than just timekeeping functions. While they are allowed to be worn at school, their use is strictly limited to checking the time. Any use of smartwatches beyond this, such as accessing apps, sending messages, or browsing the internet, will be considered inappropriate. In such cases, the same disciplinary actions applicable to the misuse of mobile phones will be enforced.

4.1 Sixth-form pupils

Sixth-form pupils are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

Therefore, they are only permitted to use their mobile phones out of sight of younger pupils, for example, the 6th form common room and study rooms. 6th form students are able to use their mobile devices in lessons when being guided by the teacher.

Misuse of mobile phones by pupils in the sixth form will lead to sanctions according to our behaviour policy.

4.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. For instance:

- Young carers who need to be contactable
- Pupils with diabetes who use their phones to monitor blood sugar

This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the Head of Year.

Any pupils who are given permission must then adhere to the school's code of conduct for mobile phone use (see appendix 1).

5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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 at 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

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers

- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers 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, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers 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 their personal mobile during the school day.

6. Loss, theft or damage

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.

Lost phones should be returned to the PSU or main office. The school will then attempt to contact the owner.

7. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#).

This policy is based on the Department of Education's (DfE's) statutory safeguarding guidance [Keeping Children Safe in Education](#) and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#)
- [Cyber bullying: advice for headteachers and school staff](#)
- [Relationships and Sex Education](#)
- [Searching, Screening and Confiscation](#)
- [Meeting digital and technology standards in schools and colleges](#)
- [Cyber security standards for schools and colleges](#)

It also refers to the Department for Education's (DfE's) guidance on [protecting children from radicalisation](#).

It reflects existing legislation including but not limited to [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011 \(legislation.gov.uk\)](#), which has given teachers stronger powers to tackle cyber-bullying by (if necessary) searching for and deleting inappropriate images or files on students' electronic devices where they believe there is a 'good reason' to do so. This policy also takes into account the National Curriculum computing programmes of study

8. Related documents

This Mobile Phone and Devices policy is linked to the school's:

- Acceptable Use of IT Policy
- Bullying and Discrimination Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy

- Complaints Procedure
- Data protection Policy and Privacy Notices
- Relationships and Sex Education Policy
- Staff Code of Conduct
- Online Safety Policy

9. Monitoring and review

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/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations
 - The deputy headteacher for pastoral is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.
 - It will be approved by the governing body.

10. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances

Code of Conduct

You must obey the following rules if you bring your mobile phone to school:

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 password(s) or access code(s) 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 hand 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 it appropriately, or turn it 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.

11. Appendix 2: Permission form allowing a pupil to bring their phone to school

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

The school has agreed to allow [pupil name] to bring their mobile phone to school because they:

- > Are a young carer
- > Need the phone to support their medical needs
- > Are attending a school trip or residential where use of mobile phones will be allowed
- > Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

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.

The school reserves the right revoke permission if a pupil does not abide by the policy.

School signature: _____

Parent/carer signature: _____

Pupil signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	