



St Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.



Mobile Phone Policy

Name of School	St Joseph's Catholic Primary School	
Policy Date	November 2024	
Date of next Review	September 2025	
Policy/Guidance agreed by Governors	Committee	N/A
	Date	N/A

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1. Introduction and aims

At St Joseph's Catholic Primary 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. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

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.

The Headteacher, Mr M Ross is responsible for monitoring the policy, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

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4. Use of mobile phones by staff

4.1 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 children are present during school times. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (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 01708 220277 as a point of emergency contact.

Smartwatches: Staff are requested to put Smartwatches in "sleep mode" during school hours.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.



4.3 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 in line with our Acceptable User Policy.

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.

4.4 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 use multi-factor authentication
- 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 pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers. Contact must be made via the school office

4.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

- Mobile devices are placed in a basket in the classroom (turned off) on arrival and kept in the class cupboard.
- Mobile devices are collected at the end of the school day.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

- Pupils are not allowed Smartwatches in school.
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5.2 Sanctions

Students who use a mobile on school premises without permission, or during school time, for example while on a school trip, will be required to hand over their phone to a member of staff and parents will be asked to collect it subsequently from the school office.



Examples of unsuitable use of a mobile phone or other electronic device include:

- taking photographs
- making recordings
- placing photographs or recordings on the internet (e.g. on social networking sites) without the permission of those in the photograph
- any activity connected with cyber-bullying (sending texts, Whatsapp etc...)
- gaining access to inappropriate internet sites.

Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006.

If a member of the staff of the school has any suspicion that a mobile phone has unsuitable material stored on it, students will be required to hand over the phone to a member of staff.

[DfE's guidance on searching, screening and confiscation](#) The DfE guidance allows schools to search a pupil's phone if there is a good reason to do so. We reserve the right to search files on personal electronic devices in cases where there is reasonable suspicion of misuse. The search will be conducted in a proper manner in the presence of another member of staff. Parents will be informed when such a search has taken place and a record of the incident is kept, including the reasons for the search and its outcome. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation. Parents will need to recover the phone from the police in such circumstances. Parents and students should be aware that such incidents are likely to be treated seriously by the courts.

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

6. 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, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

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.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are put into the storage box in class when they arrive at school.

Pupils must secure their mobile 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.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport or while pupils are travelling to and from school.



Confiscated phones will be stored in the school office in a secure cupboard.

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

8. 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 consider:

- 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 organisation.

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher, Mr M Ross.



9. Appendix 1: Code of Conduct for pupils allowed to bring their phones to school

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

1. You have to put your mobile phone in the storage box in the classroom at the start of the school day.
2. You may not use your mobile phone during the day.
3. Phones must be switched off (not just put on 'silent').
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 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.



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

Please ensure you have read: [Mobile Phone Policy \[link\]](#)

PUPIL DETAILS	
Pupil name:	
Class:	
Parent/carer(s) name(s):	

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

- Travel to and from school alone

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, smart watches and other digital devices.

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

Parent/carer signature: _____

Pupil signature _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	



11. Appendix 3: mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds and store them in the class cupboard.
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school staffroom.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

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.