



# Mobile Phone and iPad Policy

This policy is applicable to all regardless of gender, sexuality, religious belief or none, culture, ethnicity, ability or disability, individuals with protected characteristics and those with none; it does not determine to discriminate against any individual whilst ensuring the smooth operation of our school.

Approved by Governing Body	
Date:	Autumn 2020
Review Date:	Autumn 2022

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## 1. Introduction and aims

At Lea Nursery School we recognise that mobile phones, including smart phones, and iPads are an important part of everyday life for our pupils, 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 and iPads for pupils, 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

## 2. Roles and responsibilities

### 2.1 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.

The headteacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

### 2.2 Governors

Governors will ratify the policy initially and after this, the headteacher will review the policy every two years, bringing any significant changes to the attention of the governors.

## 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 make or receive calls, or send texts, while children 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 staff room).

There may be circumstances in which it's 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 01753 536492 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.

More information is available in the following policies:

- Data Protection Policy
- Acceptable Use Policy.

### **3.3 Safeguarding**

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's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

### **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:

- › Emergency evacuations
- › Supervising off-site trips
- › Periods of remote learning

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 unless their number can be withheld. This can be done by dialling the prefix 141 before every call. If necessary, contact must be made via the school office

### **3.5 Work phones and iPads**

Some members of staff are provided with a mobile phone or iPads by the school for work purposes.

Only authorised staff are permitted to use school phones/iPads, and access to the phone/iPad must not be provided to anyone without authorisation.

Staff must:

- › Only use phone/iPad 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.
- Ensure that during contact time they are only using apps that record children's learning or those that support children's learning. News, e-mails and messaging should not be used while working in the classroom.

### **3.6 Sanctions**

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

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

## **4. Use of mobile phones by pupils**

Pupils are not permitted to bring mobile phones to Nursery.

### **4.1 Sanctions**

Should a pupil bring a mobile phone to Nursery this will be confiscated and stored securely in the school office until the parent can collect it.

## **5. 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 using a mobile phone in the Nursery classroom or garden. This includes taking pictures or recordings of pupils, unless it's a public event (such as a school celebration), 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 when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend an event at school.

Parents or volunteers supervising school trips must not:

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

## **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.

Loss and theft of a school device is a potential GDPR breach and needs to be reported immediately to the Headteacher. iPads will be locked away daily in the safe and staff members are directly responsible for their allocated iPad.

## **7. 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 and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Records of GDPR breaches
- Relevant advice from the Department for Education, the local authority or other relevant organisations



## 11. Appendix 1: Template 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 pupils are present. If you must use your phone, you may go to the corridor by Reception or the area outside of the Nursery building.
- 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.

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