



**Mobile Phone Policy**

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## 1. Introduction

At Plymouth School of Creative Arts 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.

## 2. Roles and Responsibilities

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 year initially, reviewing it, and holding staff and students accountable for its implementation.

## 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, during contact time with students. Use of personal mobile phones must be

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restricted to non-contact time, and, if in areas of the school where students are present, phones must be used sensitively and appropriately.

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.

Your line manager 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 01752 221927 as a point of emergency contact.

### **3.2 Data protection**

Please refer to:

- (i) the school's Data Protection Policy for further details in how the school processes personal data; and
- (ii) the school's Data Handling and Electronic Communications Policy, which sets out how sets out how the school aims to ensure that its staff and students use electronic communications responsibly.

### **3.3 Safeguarding**

Generally, staff must refrain from giving their personal contact details to parents or students, including connecting through social media and messaging apps.

However, the school recognises that staff will benefit from connecting with parents and students through social media in relation to the organising and planning of extracurricular activities. If staff use social media and/or messaging apps to connect with parents and/or students for these reasons, then the school will advise staff to set up a professional identity, which is separate from the personal one and which will be used solely for this purpose.

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 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.

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### **3.4 Using personal mobiles for work purposes**

Where appropriate, staff will be equipped with a school owned work phone. In some circumstances however, it may be appropriate for staff to use personal mobile phones to make or receive calls, or send texts for work purposes. 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 and the school's Off-Site Activities and Educational Visits policy.
- Not use their phones to take photographs or recordings of students, their work, or anything else which could identify a pupil.
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office or through a school mobile (using a SIM card with a separate number).

### **3.5 Work phones**

Some members of staff with an identified need due to their role and function (eg. Caretakers) are provided with a mobile phone by the school for work purposes.

Staff must ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our Staff Code of Conduct.

### **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 students**

The school recognises that parents/carers feel the need for their children to have access to a mobile phone for communication home and that this will help with safeguarding and child protection. To that end PSCA has adopted the following mobile phone best use policy:

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- Students are allowed to bring mobile phones to and from school.
- If a student brings their phone to school, then prior to arrival at school their phone is to be turned off and placed within their school bag. If a child does not have a school bag then they will be unable to bring a phone into school.
- The phone can be retrieved from their school bag only at lunchtimes and the end of the school day.
- Students must adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).
- All new students and their Parents /Carers will receive and sign this agreement on joining the school

#### **4.1 Sanctions**

*Where a student's phone is confiscated by a class teacher*

- Any student whose phone is seen or heard during the school day (other than during lunchtimes) will receive a verbal warning (C) and will be required to turn their phone off/put it in their bag.
- If the advice is not taken, the student will have the phone confiscated<sup>1</sup> by that member of staff; the student will be required to place their phone in the designated mobile phone box. The student will also incur a C1 (in line with the school's Behaviour Policy). The phone will be returned at the end of the session.
- If the student has their phone confiscated a second time in a half term (monitored and tracked by the wave provision), the student will receive a temporary ban of 1 week on bringing the phone into school.

*Where a student refuses to hand their phone over to a class teacher*

- Any refusal to hand a phone over to members of staff will result in an immediate C2 under the school's Behaviour Policy. The wave team will speak with the student and require that their phone be handed in to the Wave team; the phone will be collectable at the end of the day from the Wave team by the student.
- Any refusal to hand a phone over to a member of the Wave team will result in a C3;

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<sup>1</sup> Under sections 91 and 94 of the Education and Inspections Act 2006 schools are permitted to confiscate phones from students.

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- Any continued refusal to hand a phone over will result in a C\* (after-school detention) and temporary ban of 1 week on bringing the phone into school.
- If the student has their phone confiscated a second time in a half term (monitored and tracked by the wave provision), the student will receive a temporary ban of 1 week on bringing the phone into school.

*In the case of more significant refusal or contravention of a ban*

- During a phone ban, if the wave team become aware that a student has their phone in the school, the ban is extended until the end of the term.

Other provisions

- Parents/carers should only contact students during school time in emergencies. Please ensure that pick up and drop off arrangements are made before the school day. Examples of emergencies that warrant making contact with students are family illness or crisis, unforeseen emergency changes to pick up arrangements.
- Any requirement for a parent/carer to contact a student, or a student to contact a parent/carer, should be done through the school front desk.
- 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;
  - 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.

## **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 taking pictures or recordings of students, unless it’s a public event (such as a school fair) or of their own child;

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- 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 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 4 above.

Other than at lunchtime, Parents must use the school front desk as the first point of contact if they need to get in touch with their child during the school day because of an emergency. They must not try to contact their child on his/her personal mobile during the school day; other than at lunchtime as it will be turned off.

## **6. Loss, theft or damage**

Students bringing phones to school must ensure that phones are stored in their school bag when not in use.

Students must secure their 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, 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.

We will make sure students and parents are aware of the disclaimer above. To assist with this, we will:

- Put signs up in the school entryway;
- Include a disclaimer in our home-school agreement;
- Provide a copy of our policy and disclaimer to new students and parents.

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Confiscated phones will be stored securely until they are returned to the student or parent/carer (in accordance with 4.1 above).

Lost phones should be returned to the front desk team. The school will then attempt to contact the owner.

## **7. 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:

- Feedback from parents and students;
- Feedback from teachers;
- Records of behaviour and safeguarding incidents;
- Relevant advice from the Department for Education, the local authority or other relevant organisations.

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## Sanctions Flow Chart

Student	Staff	Parent / Carer
Any student found using their phone during the school day (other than during lunchtimes) will have the phone confiscated and receive a Level C sanction	Member of staff will take mobile phone to Wave space where it will be securely stored. Member of staff will give a "Level c" sanction	
If the student has their phone confiscated a second time in a half term then the school will ask the parents to come in and collect the phone. The student will also incur a C1.	Member of staff will take mobile phone to Wave where it will be securely stored. Member of staff will notify Parent / Carer that they will need to come in and collect the phone. The member of staff will record as a C1 on Progresso. A member of WAVE team will bring all confiscated phones down to front desk after school ready for collection.	Parent / Carer will be contacted and will come in after school to collect the phone from the front desk.
Any student who refuses to hand a phone over to members of staff will result in an immediate C3 under the school's Behaviour Policy. This will also result in the student receiving a temporary ban on bringing the phone into school.	Member of staff notifies WAVE team who will then work with the student away from the studio and use the quiet space to apply the C3 and record it on progresso. Member of staff notifies Parent / Carer and agrees a temporary ban of bringing the phone into school	Parent / Carer will be contacted and notified of their child's refusal to comply with the rule; and agreement is reached in applying a temporary ban of 1 week from bringing the phone into school

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## Appendix 1: Mobile phone acceptable use agreement for students

If you bring your mobile phone to school:

1. You may not use your mobile phone during lessons.
2. You may use your phone during lunch break.
3. Phones must be switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
5. You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's passwords or access codes with anyone else.
8. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
  - o Email
  - o Text/messaging app
  - o Social media
9. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. 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.
12. You must comply with a request by a member of staff to switch off, or turn 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 these appropriately, or turn them 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.

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## **Appendix 2: 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 students are present.

Do not take photos or recordings of students (unless it is your own child), or staff.

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.

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<b>Date</b>	<b>Purpose of changes made</b>	<b>By</b>
March 2019	New policy to sit alongside revised Behaviour Policy.	Tim Tod
7/5/19	Policy approved.	Board of Governors

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