

# MOBILE PHONE POLICY

1<sup>st</sup> September 2024

**Rationale:** At L'école bilingue we accept that mobile technology is part of the ever changing, digital environment we live and work in. We very much aim to encourage responsible and appropriate use of technology rather than seeking to enforce unrealistic bans or restrictions. We are, however, very aware of the possible dangers of the misuse of technology, specifically mobile phones. This policy therefore aims to provide guidance to staff, pupils and parents. It aims to do this ensuring privacy is protected, online safety is preserved, and valuable equipment is looked after appropriately. With the evolution of mobile and wearable technology including camera facilities as standard, it is of the upmost importance that the way we deal with mobile phones and wearable devices in school, is planned for.

## Policy

The school cannot take responsibility for any loss or damage to mobile phones or wearable or other devices.

## For Staff

For those members of staff who are class based, phones should be set to silent mode and should be kept out of reach of children during teaching/contact time with pupils. Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children. Staff use of mobile phones and wearable devices during their working day should be:

- Discreet and appropriate.
- In keeping with professional responsibilities and expectations.

Key principles include:

- Mobile phones must not be used for private or personal use during lessons or in formal school time. They should be set to silent at all times. They should be out of reach and sight of children (e.g. in a handbag) during class time.

Use of mobile phones by staff during working hours for social networking activity (other than in accordance with curriculum use) is strictly prohibited. Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present (e.g. in office areas, staff room, empty classrooms). The use of mobile phones by

employees for the purpose of making or receiving personal calls and/or texts, tweets etc during the working day is discouraged for the following reasons:

- It does not set a professional and positive example to pupils and parents
  - It is disruptive and interrupts lessons
  - It is often discourteous to colleagues (e.g. during meetings)
  - It is a misuse of the school's time and has potential to impact adversely on the students' learning
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- Mobile phones are not permitted to be used in certain designated areas within the school premises such as toilets and should generally not be used in a space where children are present (e.g. classroom, playground).
  - With the exception of the app ClassDojo, staff members are not permitted to use their own mobile phones for contacting pupils' families in a professional capacity (either on or off duty) other than in an emergency. In this contingency, staff should (wherever practicable) have access to a school phone for this specific purpose.
  - Staff are not at any time permitted to use recording equipment on their mobile phones, for example, to take recordings of children, or share images.  
Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
  - Staff should never contact pupils via their own personal mobile and should not supply their mobile number to parents of children at the school. Staff should never use their phones or wearable devices to take photographs of pupils or allow themselves to be photographed by pupils. If during school trips/activity days etc. a member of staff wishes to take photographs on a mobile phone, express permission must be sought from the head teacher.

### **What might happen if I break my school's policy:**

If you breach your school's staff mobile phone policy, you could be invited to an investigatory meeting to ascertain the facts and details about the incident.

After the investigation meeting, you could be invited to a disciplinary meeting (cf disciplinary procedure).

### **For Parents:**

Mobile phones are not allowed at school. However, we recognise that for older pupils this may form part of securing an understanding of independence and personal safety as they look beyond the primary environment. Parents of children in CM2/Year 6 who would like their children to make their way home independently from school can inform the school of this fact

and ask for permission for their child to bring a mobile phone to school for personal safety. Any mobile phones brought onto the premises for this purpose will be stored away during school hours. It is our firm belief that if a child needs to contact a parent or carer, they can do so swiftly from the school office. Similarly, if a message needs to be conveyed from a parent to a child, the school office will take these calls and pass the necessary information on promptly. 3 It is important that parents are aware that the school cannot take any responsibility for loss or damage to mobile phones belonging to parents or pupils on site.

**For Pupils:**

Smart watches/devices - including wearable devices - which take photos or connect to the internet or send messages are not allowed in school. This is because they are a distraction and may interrupt learning. However, basic fit watches that track steps and activity are. It is a requirement that all our younger pupils are collected from school by a responsible adult. The need for a child of these ages to make telephone contact after school will therefore not arise. For CM2/Year 6 children It is important that any parents allowing a phone to be brought into school are fully aware of how they will be looked after and the sanctions that will be imposed in the event of misuse.

Expectations, should children be allowed to bring a phone into school:

- Phones are to be handed into your teacher and are then stored away until the end of the day.
- Phones are to be switched off.
- The taking of photographs and video footage using a camera phone is strictly prohibited. As is recording any lesson or conversation on an audio setting.
- Any children found to have taken photographs/videos/voice recordings will be asked to delete the photos in the presence of a senior teacher.

**Misuse**

Any children found to have made an infringement of the above expectations will be dealt with under the following guidelines:

- The phone will be confiscated for an agreed period of time. Parents/carers will be contacted. Should misuse reoccur, the school will withdraw the agreement to allow the child to bring the mobile phone to school.

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**Links with other policies:**

Child Protection and Safeguarding Policy  
Staff Behaviour Policy  
ICT and Online Safety Policy

Signature: \_\_\_\_\_

Date: \_\_\_\_\_