



The Calder Learning Trust Mobile Phone Policy

Last reviewed
on: August 2023

Next review due
by: August 2024

1. Introduction and aims

At The Calder Learning Trust we recognise that mobile phones* (*in this policy this term also encompasses smart phones, smart watches, smart devices, ipads headphones and airpods) are part of everyday life for our pupils, students, parents and staff, as well as the wider school community. However, we also have a responsibility to safeguard our pupils and students, following the DfE *Keeping Children Safe In Education* guidance and to support their mental health and wellbeing.

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 pupils, 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

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 head teachers are responsible for monitoring the policy annually: reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

It is good practice for staff not to use their mobile phone, for example for personal calls or messages, during contact time.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. Staff are professionals and uphold the school rules and values including staff code of conduct. Circumstances include, but are not inclusive of:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- For personal medical needs, for example Type 1 Diabetes
- For urgent or emergency situations
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- To share pupil/student work on social media, using the 'tweet and then delete' approach and following staff guidelines and photo permission forms and never storing photos on their personal devices.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner.

- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office or a school phone. In an emergency situation where this is not possible, Caller ID should be switched off.

3.2 Data protection

Staff must not use their personal mobile phones to store confidential school information. More detailed guidance on data protection can be found in our Data Protection Policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils/students, 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/students.

3.4 Work phones

Some members of staff are provided with a mobile phone by the school for specific work purposes for example safeguarding.

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.

3.5 Sanctions

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

Please see the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils and students

4.1 Primary Pupils

Primary pupils in Years 5 and 6 are permitted to bring a mobile phone to school only if there is a specific need, for example if they are walking home. In this case:

- Parents should notify school in writing (email or letter) that a child is bringing a phone to school and the reason why.
- The mobile phone should be switched off and handed in to the class teacher on arrival to school. It will be locked away for the day and returned to pupils at home time.
- Pupils are not permitted to be on their phone in the school building or on the playgrounds.
- Pupils are permitted to wear a watch with activity tracking, for example a Fitbit, but are not permitted to wear a smart watch with video or voice recording settings.

4.2 Secondary Students

Secondary students are permitted to bring a mobile phone to school, and we recognise that these are particularly useful for independent travel to and from school.

Our school rules for mobile phones are as follows:

- Students are **not allowed to use their phone**, devices or headphones/airpods when they cross the **green line** and inside any school building. **Phones must be switched off.**

- Phones, devices and headphones/airpods **must not be seen** inside the **green line** and inside any school building. For example, phones, devices and headphones/airpods are **not permitted to be used or seen at any time within the school building including before and after school, in lessons and in-between lessons, in the LRC, the diner and in the quiet quad.**
- Students are permitted to wear a watch with activity tracking, for example a fitbit, however if the smart watch is being used for its mobile phone functionality eg texting, video or voice recording or calling, the watch will be treated as a mobile phone as above.
- **No photos or videos are to be taken at any time or place before, during or after the school day.**
- Recordings of staff and students without consent is not allowed and will be investigated and sanctioned.

Mobile phones may be used:

- Outside of the **green line at break and lunch time only**. Students are expected to follow the acceptable usage agreement for this and failure to do so would result in sanctions being applied.
- At the direction of the Visit Leader on educational trips.
- In case of emergency, students may be directed by staff to communicate with parents for example when flood sirens go off, or in heavy snow.

Students must adhere to the school's acceptable usage agreement for mobile phone use (see appendix 1).

All students will be issued with a paper copy of their timetable at the beginning of the academic year. Additional copies are available, initially from their form tutor, and then from Student Services for a small printing charge.

4.3 Medical needs

Primary pupils, secondary students and some members of staff use their mobile phone for medical purposes, for example Type 1 diabetes. In these circumstances, staff will be notified of which pupils and students do so and they will be permitted to use it for this reason whenever they need to. If they are found to be using their phone outside of this guidance and in school, the sanctions will apply and parents will be informed by the school nurse. Repeated misuse of their mobile phone exemption could result in them not being able to use it for this purpose.

4.4 Sanctions

For primary pupils: anyone who has a phone in school and has not handed it in in line with the rules above, the primary behaviour system would be applied and parents informed and reminded of the procedures.

If secondary students do not follow the rules above, the following sanctions will be applied. This is to ensure that students understand the clear rules for mobile phone and device use.

Our mobile phone policy

Phones/headphones and air pods can only be used outside before school and at break and lunchtimes. At all other times they must be turned off and placed in bags and must not be visible once inside the green line.

In addition, phones/headphones and air pods cannot be used between lessons outside.

If you choose not to follow these rules, the following sanctions apply.

C1 sanction

If you do not follow the school rules above, your phone/headphones/air pods will be confiscated and you will be issued with a C1 'See it, lose it'!

C3 detention

Arguing about handing over your phone/headphones/air pods will result in an escalation to a C3 and a 45 minute detention.

A C3 and a 45 minute detention will also be given if you take photographs or videos ANYWHERE on school site.

C4 isolation

Refusal to hand over your phone/headphones/air pods to a member of staff will result in a further escalation to a C4 and a period of time in A2E

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)). Staff have the power to search pupils' and students' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows schools to search a pupil or student's phone if we have reason to believe that the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

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 including those directed at someone on the basis of someone's gender, ethnicity, religious beliefs, disability or sexual orientation.

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

5.1 Parents, Visitors, Volunteers

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy if they are on the school site during the school day.

This means:

- Not taking pictures or recordings, unless it's a permitted public event (such as a school fair) an event where the headteacher has given permission and guidance for use, or of their own child. This is to safeguard pupils and students and themselves.
- Using any photographs or recordings as set out above for personal use only, and not posting on social media or sharing without consent.
- Not using phones in lessons or 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 a public event at school.

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

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

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones and following the guidance of the trip leader at all times.

5.2 Parental Contact with Pupils and Students

Parents 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. This is the best way to get a message to your child if you need to, for example about a lift home. If you message your child during the school day and they have their phone out or are answering or replying, they will be subject to the sanctions as set out above.

6. Loss, theft or damage

Pupils and students bringing phones or devices to school must ensure that they are appropriately labelled, and are stored securely in a bag when not in use.

Parents should ensure that pupils and students 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 and disciplinary.

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. Confiscated phones will be stored in A2E in a secure, locked cupboard.

Lost phones should be returned to Student Services. The school will then attempt to contact the owner if possible.

7. Education and Support

At The Calder Learning Trust, our pupils and students are taught about how to keep themselves and others safe, including online, through our Personal, Social, Health and Economic (PSHE) Education programme. We follow the PSHE Association Scheme from Reception to Year 11, as recommended by Calderdale Public Health and in-line with the DfE Guidance on PSHE and Teaching Online Safety including:

- The knowledge and behaviours that pupils need to help them navigate the internet safely
- Understanding the harms and risks associated with being online
- Looking after wellbeing when using the internet

Our pupils and students are supported in school by their Class Teachers, Form Tutors, Heads of Year and Pastoral Team including our Pupil Intervention and Wellbeing staff.

In addition to PSHE lessons, pupils and students are regularly reminded about online safety including social media and wellbeing through assemblies, focus days/weeks and awareness events.

Parents are supported through Parent as Partner events, parent coffee mornings and support from other agencies as appropriate.

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, pupils and students including surveys and parent focus group.
- Feedback from teachers.
- Records of behaviour and safeguarding incidents.
- Relevant advice from the Department for Education, the local authority or other relevant organisations.
- Ratification from Governors.

When reviewing this policy, these will be taken into account and changes made accordingly, for example if we have a significant number of incidents at break and lunchtime or breaches of the policy, stakeholders may consider it necessary to remove mobile phones from these times too.

Appendix 1: Acceptable Usage Agreement for Calder High Students

This section will also form part of the Home School Agreement which is signed by all secondary students and parents/carers in September each year.

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

1. You may not use your mobile phone, smart watch, devices or headphones/airpods across the green line including in corridors, toilets, the diner, or during lessons. It must not be seen across the green line at all unless you have an exemption.
2. It must not be used between lessons inside or outside.
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 pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils at any time or in any area of the school site and grounds.
6. Don't share 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 threatening or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
9. Don't use your phone to send or receive anything that may be criminal. For instance, '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. Don't use your phone to view or share harmful content.
13. 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.
14. 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 hand 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.

Appendix 2: Primary Acceptable Usage Agreement

The section of the Calder Primary Acceptable Usage Agreement, signed by all new starters in Calder Primary, relating to mobile phones is:

Mobile Phones and Devices

- **I will not bring my mobile phone, smart phone or tablet into school unless my parents have made an agreement with the head teacher.**
- **I will not take pictures, videos or other recordings in school on my mobile device.**

Appendix 3: Secondary Poster

Our mobile phone policy

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If you choose not to follow these rules, the following sanctions apply.

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C4 isolation

Refusal to hand over your phone/headphones/air pods to a member of staff will result in a further escalation to a C4 and a period of time in A2E