



# **CHALKWELL HALL JUNIOR SCHOOL**

## **Mobile Phone Policy**

**Reviewed and Approved by:**      **Governing Body**

**Date Reviewed:**                      **April 2026**

**Next Review Date:**                  **April 2029**



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### 1. Introduction and aims

At Chalkwell Hall Junior School, we recognise that mobile phones, including smart phones, are an important and increasing 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 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 and support 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/computing lead is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

#### 2.2 Governors

The role of the online safety Governor will include: approving the Mobile Phone Policy and review the effectiveness of the policy regularly with the policy co-ordinator.

They will help to ensure that the school has in place policies and practices to keep the children and staff safe when mobile phones and devices are being used.

### **3. Use of mobile phones by staff**

#### **3.1 Personal mobile phones and smart watches**

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/during contact time using either mobile phones or smart watches. Use of these devices 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 (as agreed by the headteacher). 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 01702 478570 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.

Please refer to the school's Data Protection Policy for further information.

#### **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 ensure that any social media profile they have has the appropriate privacy settings applied to avoid unwanted contact by parents or pupils.

Staff must not connect with parents or pupils only known to them through the school community on any social media or messaging platform, or join any group chats under the same circumstances.

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.

Any classroom apps or programmes that require the use of a mobile phone must also be done using school equipment.

#### **3.4 Using personal mobile phones 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

➤ Supervising residential visits

In these circumstances, staff will:

- Use their personal mobile phones as seen in section 3.1
- Use work phones when taking photographs or recordings of pupils, their work, or anything else which could identify a pupil, in line with the school's photo permission list.
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office
- As part of school trips, credit can be added to work phones to allow staff to make emergency contact where needed. Terms will be agreed for each relevant trip.

### **3.5 Work phones**

Some members of staff are provided with a mobile phone by the school for work purposes. School phones will be assigned to class bases or specific members of staff with individual passwords in line with GDPR guidelines.

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

School phones will be used on Pay As You Go bases and credit will not be added to them unless in circumstances agreed by the headteacher. All phones will be connected to the school's WIFI and will not require data to be used.

Every half term/full term, on a rolling cycle, school phones will be collected and cleared of any data/photos to avoid storage back up. At the end of the school year, phones and chargers will be collected, cleared of any data left on them and re-distributed in the new school year. School phones will also be subject to routine monitoring by Chalkwell Hall Junior School. Devices must be surrendered immediately on request by senior members of staff.

Chalkwell Hall Junior School is not responsible for the financial or other loss of any personal files that may be deleted from a school phone.

Users in breach of the following may be subject to disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

Staff must:

- Only use phone functions for work purposes, including taking photographs or recordings of children, their work, or anything else that may identify them.
- Upload pupil work/recordings/photos to school agreed assessment apps and programmes at the earliest opportunity and deleted from the device.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.
- School phones will remain on the school premises with the exception of the following purposes: PE at Chalkwell Park, Offsite trips, visits or sporting events or any other school-means agreed by the headteacher.
- Maintain the charging and care of their school phone, avoiding unnecessary damage and ensuring that school phones are ready to use in school. This includes caring for and knowing the whereabouts of the charger.
- Report any technical issues or malfunctions to the school as soon as possible.

➤ Know the whereabouts of their phone at all times.

Prohibited uses:

- Sharing the set password on the school phone with any pupil, under any circumstances.
- Removing the provided protective case on the school phone. This will avoid damage and alert others to a school phone being used rather than a personal phone.
- Changing the school phone's background image. This includes using inappropriate language, pornographic, alcohol/drug misuse or gang-related symbols.
- Taking school phones home or leaving in vehicles overnight.
- Upload any photos of any person without the appropriate permission. See the photo permission list for guidance on children's permissions.
- Using the phone for anything other than school-related matters. This includes but is not limited to:
  - Accessing inappropriate materials (including sending, accessing, uploading, downloading or distributing offensive, threatening, pornographic, obscene or sexually explicit materials) in line with Safeguarding and Online Safety policies.
  - Illegal activities, including the use of school internet for financial/commercial gain.
  - Violating copyrights, including illegally downloaded music or apps.
  - Taking inappropriate, illicit or sexually explicit photos/videos or anything that may embarrass others. This included the taking of photos/videos in toilets and changing rooms, regardless of intent.
  - Posting images/recordings/work taken for school purposes on any form of public forum (excluding the use of the school owned and maintained social media accounts).
  - Trying to gain access to another's phone, accounts, files or data.
  - Any attempt to vandalise or destroy hardware/software.
  - Jailbreaking - removing software restrictions that are intentionally put in place by the device manufacturer or school administrator.
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Any other responsibilities

- Syncing the school phone to One Drive will be maintained by the school administrator/IT technician.
- Class base phones will have the required apps and programmes downloaded before use. Any other apps must be agreed with the headteacher. Class base phones will not require emails to be downloaded on them.
- Items, other than apps, deleted from school phones cannot be recovered.
- Memory space is limited. Academic content take precedence over other files and apps.
- If a school phone is found unattended, it must be given to the school office.
- If a school phone is lost, stolen or damaged, the headteacher and the school administrator must be notified immediately. These phones can be tracked through a phone tracking app.
- If the school phone charger is lost, the member of staff is responsible for purchasing a replacement.

### **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 and smart watches by pupils**

### **4.1 Mobile Phones**

Pupils may bring their mobile phone to school for the following reasons:

- Travelling to school by themselves
- When visiting somewhere that isn't their home straight from school (e.g. parent, family member, friend)
- Young carers who need to be contactable in exceptional cases

If doing so, children must adhere to the following:

- Pupils must not use their phones at any point or for any reason during the school day. This includes breaktime, lunchtime and during clubs and includes (but is not excluded to) the use of messaging, calling, taking photos/videos or using the internet.
- Pupil's phones will be turned off before they enter the school grounds and given to their class teacher/school office when they come into school in the morning.
- Pupils' phones must be left in the care of their class teacher/school office.
- Pupil's phones will be returned to them at the end of the school day. Teachers will take the phones downstairs and return them to children at their collection points, rather than in the classroom.

Pupils in Year 3 and 4 should not bring mobile phones or smart devices into school under any circumstances. In the event that a pupil in Year 3 or 4 does need to bring a device for a specific event or an exceptional situation (e.g. travelling to another parent's home for the weekend), parents should liaise directly with the class teacher. The device will be kept securely locked away for the duration of the school day.

### **4.2 Smart watches**

Smart watches without independent connectivity and cameras may be worn providing they are being used as normal watches and for no other function beyond telling the time.

Smart watches with camera facilities, independent access to the internet, or features that allow text/call functions must also be switched off will not be allowed to be used during the school day.

If bringing a smart watch into school, children must adhere to the following:

- Pupils must not use their smart watches at any point or for any reason during the school day. This includes breaktime, lunchtime and during clubs and includes (but is not excluded to) the use of messaging, calling, taking photos/videos or using the internet.
- Pupils' smart watches that have independent connectivity, cameras or the ability to make texts/calls must be left in the care of their class teacher/school office. This also applies to smartwatches that have calculators or Maths aids during formal assessments, such as SATs.
- Smartwatches that have access to the above will follow the same procedures as pupil's mobile phones.

## **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 pupils, unless it's 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, 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 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, as set out in section 4 above.

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. They must not try to contact their child on his/her personal mobile during the school day.

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

Pupils bringing phones to school must ensure that phones are stored securely for the duration of the school day (including before and after school clubs).

Pupils 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 pupils are travelling to and from school.

Lost phones should be returned to the school office. 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 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
- Relevant advice from the Department for Education, the local authority or other relevant organisations