



**BRETHERTON ENDOWED CE PRIMARY SCHOOL  
Mobile phone and Mobile device Policy 2023**

*“Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God’s love.”*

**This policy is for Bretherton Endowed CE Primary School and The Hub, Bretherton Endowed Out of School Provision.**

**Rationale**

At Bretherton Endowed CE Primary School, 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 wearable devices. This policy therefore aims to provide guidance to staff, pupils, parents and visitors.

The possession and use of mobile phones/smart watches by pupils

The advent of increasingly sophisticated mobile and camera phones and smart watches presents a number of issues:

- Mobile phones/smart watches can be valuable items and might render a pupil vulnerable to theft;
- Mobile phones/smart watches (and their cost and level of sophistication - or otherwise) can make pupils objects of envy or disparagement and could have implications with regard to discipline and potential bullying;
- Even when apparently silent, the use of mobiles phones/smart watches for texting purposes could be potentially undermining of classroom discipline and distract the pupils’ learning.
- Use of the newer phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use, or distribution of images.
- As most phones have access to 4G or 5G, the online safety policy must be adhered to when using mobile phones (see online safety policy). The school will take a strong stance on any children or staff using mobile phones in an inappropriate way in and out of school.

Therefore

- Mobile phones/smart watches should not be brought to school, they may be valuable and could be lost or stolen; the possession and/or use of a mobile phone/smart watch at school could also be potentially undermining to the school’s behaviour policy

**Policy Aims:**

- Promote and set an example for safe and responsible device usage
- Set clear guidelines on acceptable use of devices
- Support Bretherton Endowed’s other policies, especially those relating to safeguarding and child protection

The policy aims to address some of the challenges posed by devices such as:

- Risks to child protection
- Data protection issues
- Potential for disruption in lessons
- Risk of theft, loss or damage

Staff:

All staff are responsible for enforcing this policy.

- Classroom based staff are not permitted to make or receive calls or texts during contact time. Phones should be switched off or put on silent mode and kept out of sight during teaching/contact time with pupils.
- It is recognised that a smart watch may be visible on a member of staff's wrist, but they must be in silent mode and not used during the working day; personal use of mobile phones/smart watches can only occur during designated break times.
- Staff will seek permission from the headteacher if a call needs to be made/received during the working day on a personal mobile/smart watch; this should be for exceptional reasons only.
- Staff use of mobile phones and wearable devices during their working day should be: Appropriate only during break times.  
In keeping with professional responsibilities and expectations.
- Staff should never contact pupils or parents 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 Headteacher.
- Staff use of a wearable device falls under the acceptable use policy. Staff using smart watches will inform DSL's in school.

**Misuse:**

Any member of staff found to misuse a mobile phone or wearable device will be subject to disciplinary action in line with the disciplinary procedure. It is everybody's responsibility to enforce this policy, therefore any misuse of devices in classroom areas should be reported to the DSL in line with the safeguarding and whistleblowing policies and procedures.

**Parents:**

We ask that parents do not encourage children to bring mobile phones to 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. 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. 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.

Parents/carers are asked out of courtesy not to make or receive calls on their mobile phone/smart watch whilst inside the school building, particularly when they are in classrooms.

**Pupils:**

Smart watches/devices e.g. Fitbits are not allowed in school. This is because they are a distraction and may interrupt learning.

Mobile phones are only allowed to be brought in by pupils in Year 6 and not others. 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.

Members of staff are not authorised to "look after" pupils' mobile phones/smart watches if they are brought on to the school site.

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### 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.

- Phones are to be switched off
- Phones are to be handed into the school office and locked away at the beginning of the day. They will be available to collect at the end of the day.
- The taking of photographs and video footage using a camera phone is strictly prohibited.
- Any children found to have taken photographs/videos will be asked to delete the photos in the presence of a member of the senior leadership team.

### Misuse:

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

- The school reserves the right to hold on to the phone and ask the parents/carer to collect from school.
- For serious incidents the school may withdraw the agreement to allow the child to bring the mobile phone to school.

### **Volunteers, Visitors and Contractors:**

Volunteers, visitors and contractors must adhere to this policy if on any site during the school day.

They must:

- Not take photos or recordings of pupils.
- Not use phones when working with children (volunteers/visitors).
- Keep mobile phones on silent when at school.
- Not use phones where pupils are present, or make a staff member aware if the need to use a mobile arises. They will then be escorted to a place away from pupils.

Visitors, volunteers and contractors will be made aware of this policy and the rules for mobile phone use when arriving at school.

### **Loss, Theft or Damage:**

Bretherton Endowed accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or during travel to and from school. Any found mobiles or devices should be handed in to the school office where contact with the owner will be attempted.

- As most phones have access to 4G or 5G, the online safety policy must be adhered to when using mobile phones (see online safety policy). The school will take a strong stance on any children or staff using mobile phones in an inappropriate way in and out of school.
- Included in this policy is the use of smart watches which can take and receive pictures, record sound and images and communicate like a phone. Pupils may not wear smart watches in school as we feel that they offer a distraction and risk to safeguarding when used in school.
- Staff use of smart watches falls under the acceptable use policy. Staff using smart watches will inform DSL's in school.

Reviewed: March 2023

Next Review date: March 2025

The policy will be reviewed every 2 years.

**All aspects of our policy intends to comply within the Data Protection ( GDPR) legislation.**

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