



Use of Mobile Phones Policy

ABOUT THIS DOCUMENT:

Purpose: This policy sets out how the use of mobile phones is managed at Daventry Hill School.

Complied by: HT & DHT	Date: May 26 (<i>Updated Aug 26</i>)
Committee: LGB	Date agreed by Governor: Sep 26
Review Cycle: Every 3 years	Review Date: May 29



Wellbeing in our Trust

At Creating Tomorrow Trust, we believe that when our people thrive, our learners and communities thrive too.

Physical, emotional and mental wellbeing are essential to a thriving, collaborative and values-driven organisation, and we are committed to creating an environment where every colleague feels supported, respected and able to flourish.

We recognise that wellbeing needs can change over time, and anyone may experience challenges. We work together with openness, compassion and trust, ensuring that help is accessible when it is needed.

Health and wellbeing are everyone's responsibility, and we encourage a positive culture where concerns can be raised without judgement. The Trustees take their duty of care seriously and are committed to ensuring that support for all employees is available through:

- Effective and supportive line management
- A fair and manageable workload
- A professional, safe and inclusive working environment
- Access to wellbeing and employee support services through our Employee Assistance Programme:
 - 08000 856 148
 - educationsupport.org.uk

We are committed to continuous improvement. All Trust policies are reviewed for their impact on staff wellbeing, ensuring our values are reflected not only in what we say, but in what we do. Together, we create tomorrow by caring for one another today.

Vision and Values of the School



Our vision and values are at the heart of everything we do and are used to inform our taught curriculum, decisions and priorities.

There is an expectation that our values are the foundation on which we base our interactions with our students, families, staff, visitors, professionals and wider community.



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1. Introduction and aims

At Daventry Hill School, we recognise that mobile phones and similar devices, including smartphones, are a key part of modern day life, but it is important that we protect and support our community to be happy and healthy.

Our policy aims to:

- Promote safe and responsible mobile device use
- Set clear guidelines for the use of mobile devices for students, staff, parents/carers, visitors 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

Note: throughout this policy, 'mobile devices' refers to mobile phones and similar devices, including tablets, smart watches and smart glasses.

2. Relevant guidance

This policy meets the requirements of the Department for Education's statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 teacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and students accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Governors

This policy will be agreed by governors prior to implementation, then reviewed every two years.

3.3 Parents/Carers

Parents/Carers will support the school to implement this policy. They will only send a mobile



device with their child if absolutely necessary. They will support the message that all mobile devices must be handed in on arrival to the school. If their child breaches this policy then they will attend the school to support with the removal of the mobile device and take it home.

4. Use of mobile devices by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons.

The headteacher, or deputy headteacher in their absence, will decide on a case-by-case basis whether to allow for special arrangements. If special arrangements are granted then staff will still not be expected to use their mobile phone in front of students and will be asked to keep it out of sight.

If special arrangements are not deemed necessary, school staff can use the school office number 01327 703135 as a point of emergency contact.

4.2 Other personal mobile devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use any other digital personal mobile device to record, take photographs or communicate (e.g. phone or message) while children are present. This includes, but is not limited to, smart watches and smart glasses.

4.3 Data protection

Staff must not use their personal mobile devices to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

Further information can be found in the Creating Tomorrow Acceptable Use Policy.

4.4 Safeguarding

Staff must not give their personal contact details to parents/carers or 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/carers or students.

The above applies within the first 3 years of a student leaving the school.

Staff must not use their personal mobile phones or any other device to take photographs or recordings of students, their work, or anything else that 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.

Staff are allowed to use their devices within their own time when in the staff room or in the café during their breaks. Staff will have access to the Guest Wifi network only. They must still abide by our acceptable use policy and uphold the values of the school.



4.5 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of students, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

During residential trips, work experience or day trips where students can explore independently within a clearly defined area, staff will have access to a school phone to take with them. They are not to use their own devices when working with the students.

4.6 Work phones

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

4.7 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

5. Use of mobile devices by students

Students should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

- Staff will collect mobile phones from students on arrival
- These will be kept securely in the student's classroom
- They will only be handed back to the student at the end of the school day for their journey home.

Students attending school with a phone will sign the acceptable use policy.

5.1 Use of smartwatches by students

The DfE's [statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy. Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart



watches have wellness and health-related features.

We encourage all students to use a regular watch for the purpose of telling the time. If a student has a smart watch then they will only use it for the function of telling the time, they will disable the connection with their mobile phone or SIM card.

Students are not to use their Smart watch to communicate via phone or messaging, take photos or record. If a student breaches this then the watch will be removed and they will no longer be able to wear it to school.

5.2 Exceptions for special circumstances

The school may permit students to use a mobile phone in school, due to exceptional circumstances, such as for medical purposes. This will be considered on a case-by-case basis. To request such permission, students or parents/carers should contact the headteacher. Any students who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

5.3 Use by Post 16 students

We ask Post-16 students to minimise the use of mobile phones during the school day. However, we recognise that this stage of education is characterised by increasing independence and personal responsibility. As such, Post-16 students are expected to store their mobile phones securely in their personal lockers and manage their use responsibly.

We also acknowledge that mobile phones are an important tool in adult life and believe that students should be supported in developing appropriate and responsible habits around their use as part of their Post-16 experience.

Therefore, the use of mobile phones will be permitted in specific circumstances where they serve a legitimate educational, practical or safeguarding purpose. This includes when students are attending work experience placements independently, where a mobile phone provides an important means of communication and contact. Mobile phones may also be used during travel training, as they can assist with navigation, access to travel information and communication in the event of an emergency.

Students are expected to use mobile phones responsibly at all times and in accordance with the school's expectations regarding behaviour, safeguarding and appropriate use of technology.

5.4 Sanctions

If a student is in breach of this policy, the following sanctions could apply:

- The mobile phone will be confiscated for the remainder of the school day (Schools are permitted to confiscate mobile phones from students under section 91 and 94 of the Education and Inspections Act 2006)
- Parents will be informed of this and the date when the mobile phone is allowed back in school.
- Parents may be asked to attend school to collect the mobile phone.



Staff have the power to search students' phones in specific circumstances, as set out in the DFE's guidance on [se. Screening and confiscation](#). This could include having reason to believe the phone contains pornographic images, is being used or has been used to commit an offence or cause harm to another person. This would always take place with two staff, one being a member of the senior management team or a designated safeguarding lead.

In each case, the sanction given will be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

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 directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of mobile devices by parents/carers, volunteers and visitors

Parents/carers, 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, including their own child.
- Not using phones within the school day, with the exception of the staffroom and the meeting room where students do not access.

Parents/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their personal device whilst working with children
- Use their phone to make contact with other parents/carers
- Take photos or recordings of students, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate



devices.

Parents/carers 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 their personal mobile during the school day.

7. Loss, theft or damage

Students bringing mobile phones to school must ensure that the phones are appropriately labelled and are handed into a member of staff to keep locked away during the school day. Students must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions, students will be asked to turn their device off before handing it in. 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.

Confiscated phones will be stored in the headteacher or deputy headteacher's office in a secure location.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and students
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the headteacher in a timely manner.



Appendix 1: Acceptable use agreement for students

Acceptable Use Agreement for Students

If you bring your mobile device to school, you must follow these rules.

This includes a phone, tablet, smart watch, smart glasses.

1. **Do not use your phone at school**

This includes outside, in the building and during any school activity.

2. **Only bring your phone if you really need to**

3. **Give your phone to a member of staff when you arrive**

It will be kept safe and locked away.

4. **Turn your phone OFF**

Not silent – it must be completely off.

5. **Do not take any pictures or recordings**

6. **Stay safe with your information**

Do not share your phone number or details with people you do not know.

Do not share other people's details without permission.

7. **Keep your password private**

Do not tell anyone your password or PIN.

8. **Be kind**

Do not use your phone to bully, hurt, or upset anyone (in or out of school).

9. **Do not send or receive unsafe or illegal messages**

This includes inappropriate pictures or messages.

10. **Use polite language**

Do not use rude or mean words on your phone or on social media.

11. **Do not look at or share harmful content**

For example: inappropriate or adult content.

12. **Follow staff instructions**

If a staff member asks you to turn off or hand over your phone, you must do it.

13. **No mobile devices in exams or tests**

You must hand in your phone before going into the room. You must remove any smart devices before going into the exam.

If you take a phone into an exam, your test may be cancelled.

Student signature (where appropriate): _____



Appendix 2: Social Story to support the use of mobile devices in school



----- Inspire ♦ Empower ♦ Achieve -----



Appendix 3: Permission form allowing a pupil to bring their phone to school

STUDENT DETAILS	
Student name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow _____ to bring their mobile phone to school because they:

➤ Need the phone to support their medical needs

Students who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

The school reserves the right to revoke permission if a student does not abide by the policy.

Parent/carer signature: _____

Student signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

