

Mobile Phone Policy



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Approved by	LGB
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1. Introduction and aims

The Mirfield Free Grammar recognises that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, 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 phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-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.

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

4. Use of mobile phones by staff

4.1 The use of Mobile phones is restricted, as per the guidelines in the Digital Technologies Policy

[GHAT Use of Digital Technologies Policy Sept 2022 \(1\)](#)

[GHAT Code of Conduct Policy Reviewed July 2023.pdf](#)

Emergency contact with staff can be made via the school office, emails or radio.

4.2 Data protection

Staff must not use their personal mobile phones 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).

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website.

Staff must not use their personal 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.

4.4 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.

4.5 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 phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

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

Student mobile phones, electronic devices and accessories e.g. earphones and smart watches, should be out of sight and switched off while in the Academy (never used, seen or heard).

- If the phone is seen or heard by a member of staff at any point in the Academy from entering through the gates in the morning to exiting the gates at the end of the day, it will be confiscated and taken to the admin office.
- The phone will only be returned to the student at the end of that day, and parents informed.
- If a student has their phone confiscated for a second time in one term their parent/guardian will be asked to collect it. Parents/Guardians will be informed before the end of that school day that their child's phone has been confiscated.
- If a student has their phone confiscated for a third time in one term their parent/guardian will be asked to collect it at the end of that week. Parents/Guardians will be informed before the end of that school day that their child's phone has been confiscated.
- Should a student refuse to hand over a mobile phone they will be taken to Reflect and given another opportunity to hand over the phone
- If they do so the phone will be released in the usual way
- If they still refuse to hand over the phone they will face additional sanctions (increased length of Reflect, Reflect at other schools or suspension).

College students are permitted access to their mobile phones and electronic devices within the College building only.

In some circumstances, supporting a student with their medical condition can involve the use of a mobile phone within the school building.

We will ensure that mobile phones and electronic device usage within educational experience externally on a school trip is not disrupted by the presence of mobile phones and will restrict their use.

Exceptions for sixth-form pupils

Sixth-form pupils are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

Therefore, they are only permitted to use their mobile phones out of sight of younger pupils and in the Sixth form building only. Misuse of mobile phones by pupils in the sixth form will lead to sanctions according to our behaviour policy.

6. Use of mobile phones 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 pupils, unless it's at 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/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 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

Pupils must secure their mobile 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.

Confiscated phones will be stored in the Pastoral Office in a locked cabinet.

Lost phones should be returned to Pastoral 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 of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

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