



Saint Thomas More Catholic Primary School

Mobile Devices (including Phones) Policy 2023

Consulted with staff	Not applicable
Ratified by full governing body	January 2023
Date for review	January 2026
Signature of Chair of Governors	
Signature of Headteacher	

St Thomas More Catholic Primary School

Mobile phone policy

Jesus Christ said 'Let the children come to me, do not hinder them' (Matthew 19:14). As a Catholic school it is our mission to educate pupils in such a way that no matter what their abilities or background they may reach their full potential as human beings. We thus seek to overcome any hindrance that might prevent any pupil accessing the fullness of the curriculum, opportunities and activities we offer.

1 Rationale

- 1.1 Saint Thomas More Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- 1.2 Many devices are able to access, download and upload content on school premises without using the school ICT network and all its accompanying safeguarding measures. These pose serious challenges for schools who are trying to safeguard pupil use of the internet within school. However, as with most new technologies, used in a positive way they can provide new and exciting ways to promote learning and teaching within lessons.
- 1.3 Some of the issues related to the use of personally owned mobile devices within school are:
 - They are valuable items which can be lost, stolen or damaged.
 - When used inappropriately cyber-bullying incidents can take place.
 - Internet access on phones and other personal devices can allow pupils and staff to bypass school internet filtering platforms.
 - They can disrupt classroom activities even by being used in silent mode.
 - Mobile phones and other devices with integrated cameras could lead to child protection, bullying and data protection issues with regards to inappropriate capture, use or distribution of images of pupils or staff.
- 1.4 Considering all these issues the Governing Body of Saint Thomas More Catholic Primary School has agreed the following statements should apply regarding the use of mobiles within school.

2 General statements

- 2.1 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

- 2.2 No images or videos should be taken on mobile phones or personally-owned mobile devices without prior consent of the person/parents/carers of those concerned. Opportunities to take photos must be managed in a way that enables this to happen.

3 Pupils' use of personal devices in school

- 3.1 All mobile phones and personally-owned devices must be handed in, switched off, at the school office should they be brought into school. Smart watches that can be used to make and receive calls are not suitable for school use and must not be worn to school.
- 3.2 Mobile phones and personally-owned devices must not be used in any way during lessons or formal school time.
- 3.3 If a pupil breaches the school policy then the phone or device may be confiscated by a member of SLT, in-line with the Child Protection and Safeguarding Policy, Keeping Children Safe in Education and school search and confiscation procedures. Any action taken by a member of staff will prioritise safeguarding of pupils and will not contravene any school safeguarding procedure. Any device that is confiscated will be held in a secure place in the school office. Mobile phones and devices will only be released to parents or carers after a conversation between the parent/carer and a member of SLT.
- 3.4 Phones and devices must not be taken into examinations. Pupils found in possession of a mobile phone or other device during an exam will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either that examination or all examinations.
- 3.5 If a pupil needs to contact his or her parents or carers, they should speak to a member of staff/go to the office. Parents are advised not to try to contact their child via their mobile phone during the school day, but to contact the school office.
- 3.6 Mobile phones must not be used during lessons or formal school time, unless as part of an approved and directed curriculum-based activity with specific consent from member of the senior leadership team.
- 3.7 Pupils must protect their phone numbers and the numbers of others by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices through the e-safety curriculum.

4 Staff use of personal devices in school or for work-related business

- 4.1 Mobile phones and other devices must not be used during contact time with pupils. Mobile phones and personally-owned devices must not be used in any way during lessons and should be on silent mode and out of view.
- 4.2 If members of staff have an educational reason to allow children to use mobile phones or a personal device as part of an educational activity then it will only take place when approved by the senior leadership team and is a supervised activity.
- 4.3 Mobile phones or devices must not be used during teaching periods unless permission has been granted by a member of the leadership team in emergency circumstances.
- 4.4 Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity unless in an emergency situation.
- 4.5 Staff must use a school phone where contact with pupils, parents or carers is required.
- 4.6 Bluetooth communication should be 'hidden' or switched off and this function must not be used to send images or files to other mobile phones within school.
- 4.7 Staff must not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use **work provided equipment** for this purpose, unless granted permission by a member of SLT in exceptional circumstances. Any images must be removed as soon as possible but within 3 days.
- 4.8 If a member of staff breaches the school policy then disciplinary action may be taken.
- 4.9 Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting pupils or parents, they 'hide' their personal number for confidentiality purposes.
- 4.10 All mobile phone and other device use will be in accordance with the Holy Cross Catholic MAC Acceptable Use of Technology Policy, the Holy Cross Catholic MAC Staff Code of Conduct, the Holy Cross Catholic MAC GDPR Policy, Holy Cross Catholic MAC Information Security Policy. Failure to do so may result in Disciplinary Procedures.

5 Visitors/Parents/Governors

- 5.1 The school provides free wifi for visitors and staff. Adults may only use phones appropriately when on school premises. They should not be used in front of children and no photographs should be taken, this includes during assemblies and performances, though opportunities for parents/carers to take a photo of their own

child may be offered where appropriate. Unless there are exceptional circumstances, phones should not be used during contact time with children.

- 5.2 Photos may not be taken without the permission of a senior member of staff and parental consent (Excluding public events).
- 5.3 If parents are volunteering in the school or on an educational visit, mobile phones must not be used to take photographs or videos of the children. Mobile phones must be put on silent mode.
- 5.4 The policy will be shared via the website. Volunteers will be made aware of the expectations regarding mobile phones and other personal devices during their induction.

6 Related policies

6.1 This policy should be considered alongside all other school policies, most notably:

- [MAC ICT and Internet Acceptable Use Policy 2022-24](#)
- [MAC Anti-Bullying Policy 2021-24](#)
- [Behaviour Management Policy](#)
- [Code of conduct – parents, carers and visitors;](#)
- [MAC Staff Code of Conduct](#)
- [MAC Data Protection Policy 2022-23](#)
- [MAC Information-Security Policy](#)
- [MAC CES Disciplinary Policy and Procedure 2019-22](#)
- [E-safety;](#)
- [Child Protection and Safeguarding;](#)
- [CES Whistleblowing Policy](#)