

Mobile phone policy

Lyng Hall School



Approved by:	[Name]	Date:	[Date]
Last reviewed on:	[Date]		
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1. Introduction and aims

At Lyng Hall School we recognise 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.

The Headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils 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

The Governors will review this policy in local governing body meetings every two years, in line with the Headteacher's review and recommendations.

4. Use of mobile phones 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/ during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils 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. For instance (this list is non-exhaustive):

- 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. Staff that believe they need special arrangements for their mobile phone should write to the Headteacher explaining why and requesting special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 02476724960 or the Headteacher's PA as a point of emergency contact. It is important to note that it may be deemed in the best interests of staff to not be contacted urgently on their personal device whilst in contact with students and for emergency messages to be managed more carefully. This consideration will always be taken with the utmost urgency to ensure that staff are not left unaware of emergency situations.

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).

Further information and detailed guidance can be found in staff data protection and ICT policies.

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, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, 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 not permitted to use their personal devices to access/use apps or programmes in lessons. Any required use of educational apps to support teaching and learning should be accessed via staff's work-provided devices.

4.4 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
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Be provided with a school phone for trips and visits – particularly for contact with parents/carers
- 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 pupils, their work, or anything else that could identify a pupil
- Not use their devices in front of pupils if avoidable, and not in lessons IN ANY CIRCUMSTANCES.

4.5 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.
- Not access their phone in front of pupils unless necessary – for example, it is unlikely that it will be necessary to check emails in an emergency situation/in front of pupils
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct
- Not use their phone when supervising pupils, as this would prevent them from being able to supervise effectively
- Ensure that their phone is clearly labelled/identifiable as their work-provided phone.

4.6 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.

At Lyng Hall, students should put their phones away before entering the school doors at the start of the day, and must not get their phones out until after leaving the school doors at the end of the day.

Once students have entered the school doors at the start of the day, mobile phones must not:

- **Be seen**
- **Be heard or**
- **Be used.**

It is recommended that phones are switched off and in bags for the whole school day, to support students in not breaching this policy.

Students in breach of this policy FOR ANY REASON will have their phones confiscated by the school.

5.1 Use of smartwatches, headphones/earbuds/earphones by pupils

The DfE's [non-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.

If a student has a smart watch, it should be switched to airplane mode or equivalent and should be used only for time-telling purposes.

Headphones/earbuds/earphones are used in conjunction with smart phones and watches. Therefore, their use is unnecessary and not permitted as per this policy.

5.2 Exceptions for special circumstances and for sixth form pupils

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. Exceptional circumstances may include, but are not limited to:

- Pupils with diabetes who use their phones to monitor their blood sugar levels
- Pupils that have responsibilities as a young carer

This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the headteacher, Mrs Leah Martindale: l.martindale@lynghallschool.co.uk.

Any pupils who are given permission must then adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).

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, in the sixth form designated areas. Teachers may grant permission for sixth-form students to use their devices during lessons for educational purposes, however this must be explicitly stated and agreed by the teacher during each lesson where this is the case. (Teachers must still follow this policy for their use of personal devices, even when teaching sixth-form students)

Although sixth form students have access to the dining hall during lesson times, they are NOT PERMITTED to use their phones in this or **any communal area** that is accessed at any time by younger students, including corridors and whilst walking around the school. Misuse of mobile phones by pupils in the sixth form will lead to sanctions according to this policy.

5.3 Sanctions

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006. Staff and schools also have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation.

If a pupil is in breach of this policy, their phone will be confiscated and taken to the Headteacher. The return of that pupil's phone will be as follows:

A pupil is in breach of this policy and their phone will be confiscated if:

Their phone is **seen, heard or used once they have entered school or before they have left school.**

First confiscation: Taken to the Headteacher and can be collected by the pupil at the end of lunchtime, or the end of the day if lunchtime has already passed.
Second confiscation: Taken to the Headteacher and can be collected by the pupil at the end of the day.
Third confiscation and all confiscations after this: Taken to the Headteacher and can only be collected by an appropriate adult, during reception opening times from the end of that day.

If a student is **repeatedly in breach** of this policy and proving unable to manage having their phone in school at all, we will contact and work with parents to manage the student's access to their mobile phone.

In each case, the sanction given must 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 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

- Not using their phones whilst in the presence of 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 or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, 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 pupils 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

Pupils bringing mobile phones to school must ensure that the phones are stored securely when not in use. We recommend that phones are switched off and kept in student's bags.

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 headteacher's or school office in a secure location.

Lost phones should be returned to the school office/reception. 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 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

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

9. Appendix 1: Code of conduct/acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Code of conduct/acceptable use agreement

You must obey the following rules if you are permitted to bring your mobile phone to school:

1. You may not use your mobile phone during lessons, or in the presence of other students. If you are permitted to use your mobile phone and need to do so, please do so in a location that does not contain other pupils – you should go to the PYC office initially, where they will support you to use your phone safely.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

10. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

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

- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Other reason:

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

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

Parent/carer signature: _____

Pupil signature: _____

Headteacher signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to reception
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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