# Mobile Phone Policy

**July 2025**

Chair of Governors signature:

Headteacher's signature:

Ratified: *subject to ratification*

Review: September 2026

Stowe Valley Multi Academy Trust

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## 1. Introduction and aims

At Oakley School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. We have also recognised more recently that mobile phones in school are having a negative impact on pupils' learning. In the 2025 summer term, the Trust worked with 'Smartphone Free Childhood' to better understand the detrimental effect that Smartphone use is likely to be having on the education of our youngest pupils. Smartphone Free Childhood

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to safeguarding children and young people and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection, safety and well-being
- Data protection issues
- Potential for educational disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

## 2. Roles and responsibilities

### 2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for 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, in liaison with the Deputy Headteacher, are responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

### 2.2 Governors

Will review this policy in accordance with the review of the school's overall behaviour policy on an annual basis.

## 3. Use of mobile phones by staff

### 3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present or during contact time in lessons. 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 staff room).

Staff are not permitted to have their personal mobile phone on their person in the areas of the Nursery and Primary school spaces used by children or in the PE changing rooms.

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

- Needing to use MFA for work (for example to log into CPOMS or school network)
- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- For work purposes as outlined in 3.4

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01926 290646 as a point of emergency contact.

### 3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. Detailed guidance on data protection can be found in the school's Data Protection Policy. Personal mobile phones are used to enable multi-factor authentication when logging into the school network and staff are regularly asked to do so using the Microsoft MFA App.

### 3.3 Safeguarding

As referenced in the school's Safeguarding Policy:

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff should avoid using their 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 where possible. If personal devices are used for recording events, the images must be deleted as soon as possible once transferred to the school system. Staff should seek advice from the school's GDPR champion or senior staff if unsure.

### 3.4 Using personal mobiles for work purposes

The school has a mobile phone for use on trips or school events. In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Emergency contact with external agencies (such as the police or social care) or other similar circumstance

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 pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

### 3.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

## 4. Use of mobile phones by pupils

The school acknowledges that mobile phones are an intrinsic part of modern life and there are many ways in which phones may support the education of its pupils. There are many apps and websites promoted by school which pupils can safely use at home or off the school premises. **Mobile phones will NOT be required for any lessons. All recommended learning platforms and apps can be used on a tablet or other device. These include the platform identified for home learning.** Pupils will be provided with a pocket-sized print out of their timetable to prevent the requirement for checking timetables on the student app.

The school allows pupils to bring mobile phones on site in order to that contact can be made to and from parents/ carers during the journeys to and from school. Some of our pupils are young carers and therefore a vital contact for dependents at home. A small number of pupils may require reasonable adjustments to monitor health conditions such as diabetes, this will be closely reviewed and monitored.

**Mobile phones should not be seen or heard anywhere on the school site during the school day. This includes being visible in coat or blazer pockets.**

**SMARTPHONES are prohibited items in school for all Primary pupils and Year 7 (2025). The ban on Smartphones in school will roll-out each year at least until the end of Year 9.** *(exemptions will only apply for medical purposes*)

From September 2025 Year 7 pupils can bring 'dumbphones' or non-internet enabled phones into school if parents feel they are needed for emergency contact before or after school.

See below for details around how all phones should be stored in school.

**In general:**

- Pupils can bring mobile phones on site but they must be turned off on entering the school site (through the gates or as pupils come off the bus) and placed in their BAGS or LOCKERS not BLAZERS.

- **Smartwatches for all pupils** must also be kept in away in BAGS OR LOCKERS NOT BLAZERS These items are very expensive and preferably should not be brought into school at all. Watches can be purchased very cheaply and help children learn to tell the time.

- Mobiles should be turned off and stored in bags or lockers at all times during the school day.

**Mobile phones MAY be used in these circumstances:**

- As required to manage a medical condition such as Diabetes. This usage will be outlined as part of a pupil's Individual Health Care Plan.

**Contact home during the school day:**

We recognise that there are occasions when pupils may need to make contact with parents during the school day. Pupils can come to the school office and request that a staff member makes a phone call on their behalf or allow pupils to use the school landline to make phone calls if that is appropriate.

### 4.1 Sanctions

If a pupil is seen using a mobile phone; has a phone in their hand or in their blazer (i.e. is visible on their person) or the sound of a phone is discernible by a member of staff:

1. **The phone will be confiscated immediately** by the member of staff alerted to its use (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

2. **The member of staff will ask the pupil to turn the phone off and hand it to them**. It will be handed into the school office where it will be logged and held securely.

3a. For a first offence, the phone will be handed back at the end of the day it was handed in.

3b. **Smartphones**: From 2025 for Year 7, if a pupil has a Smartphone, it will be confiscated as normal and a call will be made to parents to collect. It will be viewed as a prohibited item.

4. For a further offence within a school half term, **parents will be asked to collect from the school office.**

5. Persistent offences will be considered as serious breaches of the school behaviour policy and could result in pupils having to hand in a phone every day. Pupils and parents will need to agree to the pupil submitting their phone to a secure store which will retain the phone until the end of each day.

6. Refusal to hand in a mobile phone will be taken very seriously as a breach of the behaviour policy and will result in an internal exclusion (minimum) and parents will be contacted immediately. Staff will report the defiance immediately to a senior member of staff on duty and the matter will be followed up as soon as possible.

If pupils bring more than one mobile phone to school we will regard this as either a serious breach of our policy or as a safeguarding concern. The matter will be investigated and may result in a referral to children's social care.

Certain types of behaviours, 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 or constructing of fake imagery or nudity; accessing pornography or distributing images
- Threats of violence or assault or online bullying
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Staff at Oakley School may ask a pupil to show them content on their mobile phone in order to establish if a breach of the behaviour policy has taken place. This request will normally be carried out by senior staff or members of the pastoral team. Parents will be informed if there is reason to believe that a pupil's phone contains inappropriate material. If there is reason to believe a phone is being used to commit an offence or cause personal injury the matter will be referred to the police and parents informed.

## 5. Use of mobile phones by parents, volunteers and visitors

Parents, 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:

1. Not taking pictures or recordings of pupils, unless the school give permission for parents to take pictures of their own child at a school event.
2. Using any photographs or recordings for personal use only, and not posting on social media without consent
3. Not using phones in lessons, or when working with pupils

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

4. Use their phone to make contact with other parents
5. Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents 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 his/her personal mobile during the school day unless explicitly requested to by a member of senior staff or the attendance/ welfare officer at the school.**

## 6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

Pupils must secure their 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 school office in a secure, locked, cabinet. Once a phone has been confiscated, the school accepts responsibility for its safety.

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

## 7. 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:

1. Feedback from parents and pupils
2. Feedback from teachers
3. Records of behaviour and safeguarding incidents
4. Relevant advice from the Department for Education, the local authority or other relevant organisations