



Mobile Phone Policy

January 2024

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Introduction and Aims

At Godmanchester Bridge Academy the welfare and well-being of our pupils is paramount. The aim of the mobile phone policy is to allow users to benefit from modern communication technologies whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Personal Mobiles - Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground).
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative) then staff should make the Head teacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones for example: to take recordings of children or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and iPad.
- Staff should report any usage of mobile devices that causes them concern to the Head teacher.

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).

Safeguarding

Staff must refrain from giving 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.

Additional information can be found in the ACES ACCEPTABLE INFORMATION TECHNOLOGY (IT) USE FOR STAFF, TRUSTEES & GOVERNORS policy.

Staff must not use 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.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite/outside activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office (unless in emergency out of school hours).
- Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles - Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips
- Phones must be handed in, switched off, to their class teacher first thing in the morning and collected from them by the child at home time (the phone will be kept securely by the teacher during the day but is left at the owner's own risk).

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones whilst on the school site is *courteous and appropriate* to the school environment.

We also allow parents to photograph or video school events such as shows or sports

day using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

Parents/carers or volunteers supervising trips are also responsible for enforcing the school’s policy for pupils using their phones.

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 his/her personal mobile during the school day.

Policy Details	Date	Signature and Name
Policy approved by Senior Management:	Jan 2024	Claire Pirrie
Policy approved by Senior Governor	Jan 2024	Caroline Crowther Light approved 1Feb 2024 
Date of next review:	January 2027	

Policy Section: Section 1B – School Management Policies (Pupils)

Policy reference: GBA 1B/ 10 MP