



Mobile Device policy for staff, students and visitors at Compass Learning Partnership

Approved by:	Executive Leadership Team of CLP	Date: 03-02-2022
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1. Introduction and aims

At Compass Learning Partnership we recognise that mobile devices, including smart devices, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible device use
- Set clear guidelines for the use of mobile devices for pupils, staff, parents 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 devices 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

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy and are expected to alert another member of staff or visitor if they are in breach of 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 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The Trustees will review, and if satisfied, and give their approval to the policy every 3 years

3. Use of mobile devices by staff

3.1 Personal mobile devices

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

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will only use their mobile devices in a staff work area, empty classroom or off site and not in front of pupils at any time.

They will also not use personal mobile devices or cameras to take pictures of pupils.

Mobile devices should be placed on silent so as not to ring or disturb a class.

For further information on acceptable use of technology, refer to the _

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

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher at each school within The Trust will decide on a case-by-case basis whether to allow for special arrangements.

If the Head Teacher deems that special arrangements are not necessary, school staff can use the school office number, 0300 303 0610, as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile devices to process personal data, or any other confidential school information.

Details regarding data protection can be found in the CLP Acceptable Use of ICT Protocols, Data Protection Policy and Data Privacy Statements. Contact the Data Protection Lead for more information or clarification.

3.3 Safeguarding

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.

Details regarding safeguarding can be found in the CLP Child Protection and Safeguarding Policy and CLP Acceptable Use of ICT Protocols.

Principles of social media use are covered in the CLP Acceptable Use of ICT Protocols.

Staff must not use their mobile devices 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.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile devices for work. Such circumstances may include, but aren't limited to:

- Future lockdowns where staff working from home are required to contact families using their personal mobile devices. (In this instance, staff should dial 141 before the family number in order to hide their personal number.)
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile devices in an appropriate and professional manner, in line with our staff code of conduct
- Not use their devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their devices to contact parents. If necessary, contact must be made via the school office

3.5 Work devices

Some members of staff are provided with a mobile device by the school for work purposes.

Only authorised staff are permitted to use school devices, and access to the device must not be provided to anyone without authorisation.

Staff must:

- Only use device 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.

3.6 Sanctions

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

See the school's [CLP Disciplinary procedures relating to misconduct](#) for more information.

4. Use of mobile devices by pupils in school

Pupils are allowed to bring a mobile to school, however they are not permitted to use their devices whilst on the school site.

When a student needs to bring a mobile device into school, the device must be left in the school office or with the staff member on duty at the designated collection point at the start of the day (from 8.30 a.m.) and collected at the end of the day. Devices should be clearly marked so that each pupil knows their own device and stored securely in the school office.

Parents are advised that CLP accepts no liability for the loss or damage to mobile devices which are brought into school or on to the school grounds.

Where a pupil is found by a member of staff to be in possession of a mobile device (or using a mobile device on the school site), the device will be confiscated from the pupil and handed to a member of the Senior Leadership Team. The parent is then informed and asked to come to school to collect the device. Schools are permitted to confiscate devices from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)

Pupils are not entitled to log on to the school network using their mobile devices or other personal electronic devices.

4.1 Sanctions

If a student is found in possession of a mobile device throughout the school day, the following will apply:

First occurrence:

- Student must hand the device to the staff member and the device given to the Key Stage Lead.
- Parents will be contacted by their form tutor and informed of what the next sanction will be
- Student can collect the device from the SLT member's office at the end of the day.

Second occurrence:

- Student must hand the device to the staff member and the device given to the Key Stage Lead.
- Parents will be contacted by their form tutor
- Parent must come to collect the device and meet with the Key Stage Lead. Parent will be informed of the next sanction.

Third occurrence:

- Student must hand the device to the staff member and the device given to a member of the SLT.
- Parents will be contacted by the Key Stage Lead.
- The device will not be returned until the end of the week.

If a student refuses to hand their mobile device to a member of staff

Parents will be called to collect the student at the end of the day and meet with the Deputy/Headteacher.

If a parent cannot collect on the day, they will be required to bring their child into school the following morning to meet with Deputy/Headteacher.

5. Unacceptable content on a mobile device including outside of school.

In the past, the school has been alerted to unacceptable content on students' mobile devices which has included;

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Unauthorised videos being taken of staff and other students and put on social media.
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts

This behaviour can be classified as criminal conduct and the school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

If images of other pupils or teachers have been taken, the device will not be returned to the pupil until the images have been permanently removed from the device and any remote backups by the pupil in the presence of a senior teacher.

6. Use of mobile devices 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 includes:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child without prior consent of a Senior Leader.
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using devices in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile device 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:

- Use their device to make contact with other parents
- 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 devices, 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.

7. Loss, theft or damage

Pupils bringing mobile devices to school must ensure that devices are placed in the appropriately labelled storage bag and are stored securely when not in use.

Pupils must secure their devices as much as possible, including using passwords or pin codes to protect access to the device's functions. Staff must also secure their personal devices, as well as any work device provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile devices 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 devices will always be stored in the Deputy/Headteacher's office, and responsibility for the device will rest with them.

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 and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

The governing body will review this policy every three years