



THE LATYMER SCHOOL

Founded 1624

MOBILE PHONE POLICY

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| Policy presented to Governing Body | |
| Policy circulated | July 2024 |
| Review policy | July 2026 |

1. Introduction and aims

At Latymer School, we recognise that mobile phones, including smart phones, 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, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers
- Support the school's ethos, values and other policies, especially those related to child protection and behaviour

2. Roles and responsibilities

2.1 Staff

All Latymer staff are responsible for enforcing this policy.

The Assistant Headteacher (Behaviour, Attendance and Enrichment) is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The school's Mobile Phone policy will be presented to and reviewed by the Governing body every year.

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. 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 instance:

- 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.

If special arrangements are not deemed necessary, school staff can use the school office number 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

3.3 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.

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.

3.4 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 aren't limited to:

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

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/carers. If necessary, contact must be made via the school office

4. Use of mobile phones by pupils

Students must **not** take photographs, videos or record audios of a fellow student or a member of staff on the school premises, unless given specific permission by a member of staff for educational purposes.

Electronic devices can be used for educational purposes during a lesson or a study period (as a resource to complement existing learning materials and pedagogy) when given specific permission and/or instruction by a member of staff, on the provision that their music cannot be heard by other students or staff and that they are not disturbing others.

Students must follow the school policy on mobile phone, smart watches and electronic device use:

STUDENTS IN YEAR 7 – 11:

Mobile phones, smart watches, headphones and any other electronic devices should not be seen, heard or used in the school grounds or buildings (unless given specific permission by a member of staff for educational purposes).

Electronic devices can be used for educational purposes as a resource to complement existing learning materials and pedagogy when given specific permission and/or instruction by a member of staff.

Students are expected to switch off their mobile phones (as opposed to being in 'silent' or 'vibrate' mode) as soon as they enter the school gates and put them in either their bag or locker.

All students can check their mobile phones for messages or communication from parents before 8.35am in the Small Hall but not in any other area of the school (including the playground and form rooms). Students will be challenged if they are not complying with this and their phones may be confiscated.

Students are permitted to check their mobile phone in any area of the school grounds (with the exception of classrooms) at the end of the school day for travel updates or for messages/communication from parents (**but for no other purpose**).

Mobile phones cannot be used for any other purpose at any time on the school grounds, apart from when a student is given specific permission by a member of staff to use their mobile phone for educational purposes. The school accepts no responsibility in the case of theft, loss or damage.

We strongly advise that such items are not brought into school but appreciate that parents or carers may wish for their son/daughter to carry a mobile phone in order to communicate with them on the journey to school and home.

If a parent/carers needs to contact their child, they can either phone the school office (020 8807 4037) or email the school office (office@latymercouk) and the message will be passed on. If a student needs to contact their parents/carers in an emergency they can go to their Head of Learning's Office or the Main School Office during break, lunchtime or after school where they can then use the school phone.

STUDENTS IN YEAR 12 AND 13:

Mobile phones should either be switched off or left on 'silent' mode during the school day. Students can check their mobile phones for messages or communication from parents before 8.35am in the Small Hall, the Sixth Form Common Room, the quad directly outside the Common Room or in the playground. Students are permitted to check their mobile phone in any area of the school grounds at the end of the school day for messages or communication from parents. The school accepts no responsibility in the case of theft, loss or damage.

Students in the Sixth Form can use their mobile phones for making telephone calls when not in lessons provided they are in one of the following designated areas:

- Sixth Form Common Room
- The quad directly outside the Common Room (not in close proximity to lessons)

Mobile phones, MP3 players and other electronic devices can be used for academic purposes only in the following areas (headphones must be worn if listening to audio or music and must not be able to be heard by others):

- Sixth Form Common Room
- Sixth Form Study Room
- Small Hall
- Learning Resources Room
- School Library

Mobile phones, MP3 players, other electronic devices and the headphones for the use of any such device should not be seen, heard or used in any other areas of the school, including corridors.

4.1 Sanctions

Breaches of the Mobile Phone and Personal Electronic Devices Policy will be dealt with using the same principles as set out in the School Behaviour Policy, with the response being proportionate to the severity of the misuse and escalating sanctions being applied.

ESCALATING SANCTIONS:

Breaches of the Mobile Phone and Personal Electronic Devices Policy will lead to confiscation of the mobile phone or electronic device by the member of staff. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006. The confiscated item will be taken immediately to the main school office/reception by the member of staff for safe keeping. This will be recorded by the school office.

1st Confiscation:

- Parents will be notified that their child has had their mobile phone or electronic device confiscated via an email (sent on behalf of their Head of Learning by the School Office)
- The confiscated item will be returned to the student at the end of the school day
- The student will be placed in a mobile phone detention (parents/carers will be notified by an email on behalf of the students Head of Learning). These are supervised by a member of SLT.

2nd Confiscation:

- Parents will be notified that their child has had their mobile phone or electronic device confiscated for the second time via an email (sent on behalf of their Head of Learning by the School Office)
- The confiscated item will be returned to the student at the end of the school day

- The student will be placed in a mobile phone detention (parents/carers will be notified by an email on behalf of the students Head of Learning). These are supervised by a member of SLT.

3rd Confiscation:

- Parents will be notified that their child has had their mobile phone or electronic device confiscated for the third time via an email (sent on behalf of Assistant Headteacher – Behaviour, Attendance and Enrichment)
- The confiscated item will be returned to the student at the end of the school day
- The student will be required to hand in their mobile phone or electronic device to reception each day upon arrival. The phone will be collected at the end of the school day. This will take place until the end of the half term.
- The student will be placed in a school detention (parents/carers will be notified by an email on behalf of the Assistant Headteacher – Behaviour, Attendance and Enrichment). These are supervised by a member of SLT.
- The Head of Learning will contact the parent/carer to either arrange a meeting or discuss the concern via a telephone conversation

More severe sanctions, including banning the student's mobile phone and/or electronic device, SLT supervisions and suspensions may be incurred for persistent offenders or for failing to immediately comply with a member of staff's request. After the 3rd confiscation, students will not be allowed to bring their phone to school at all and will need to leave these at home. In this instance, if a parent/carer needs to contact their child, they can either phone the school office (020 8807 4037) or email the school office (office@latymercouk) and the message will be passed on. If a student needs to contact their parents/carers in an emergency they can go to their Head of Learning's Office or the Main School Office during break, lunchtime or after school where they can then use the school phone.

5. 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.

6. 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/carers 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