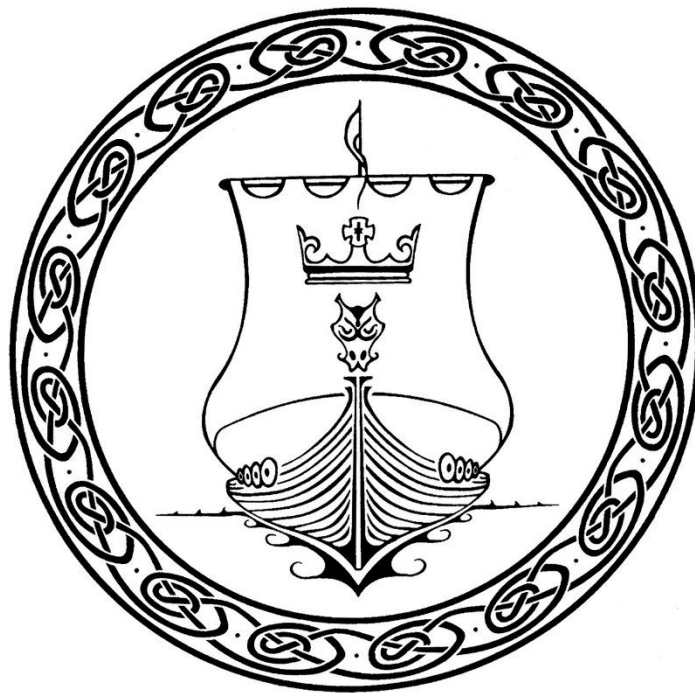




Queen Elizabeth II High School

Mobile Phone Policy



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1. Introduction and aims

At Queen Elizabeth II High School we recognise that mobile phones, including smart phones and other smart devices are an important part of everyday life for our students, 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 and smart devices for students, staff, parents/carers and volunteers;
- Support the school's other policies, in particular the Acceptable Use, Communication, Safeguarding and Child Protection and Behaviour policies.

This policy also aims to address some of the challenges posed by mobile phones and smart 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.

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 students accountable for its implementation.

2.2 Governors

The School Governors support the policy and are responsible for reviewing it every 2 years.

3. Use of mobile phones by staff

3.1 Personal mobile phones and smart devices

Use of personal mobile phones and smart devices must be restricted to non-contact time and to areas of the school where students 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:

- In the case of acutely ill dependents or family members.



3.2 Data protection

Staff must not use their personal mobile phone or smart device 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).

Staff should adhere to the School's Acceptable Use Policy and Communication Policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or students, 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 students.

Staff must only make contact with parents/carers using official school channels as per the Communication Policy.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. 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 mobile phones or smart devices 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 evacuation
- Safeguarding situation

A school mobile phone will be issued (where possible) to the Trip Leaders, for trips and visits.

3.5 Work mobile 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.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times and inline 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 staff disciplinary policy for more information.

Date of Last Review: October 2023

Date of Next Review: January 2026 JST



4. Use of mobile phones and smart devices by students

4.1 Personal devices

Mobile phones and smart devices are now a feature of modern society and most of our students own them.

It is not realistic to prohibit mobile phones or smart devices being brought to school, nor is it logistically possible for schools to collect mobile phones or smart devices in each morning and return them in the afternoon. Equally, it is not our desire to prevent the appropriate use of mobile phones. It is our policy to allow students to have a mobile phone or smart device with them in school under the conditions outlined below.

1. Mobile phones and other smart devices must not be used for any purpose within school unless directed by a member of staff.
2. Mobile phones must always be switched off (not on silent mode) and kept out of view (this includes not being in shirt pockets). They should not be visible.
3. They can be used inside or outside the school building before 8.40 a.m. and after 3.15 p.m.
4. It is accepted that students are allowed to take photographs of materials to aid their learning e.g. homework. This must be with the permission of the teacher.
5. The Sixth Form are permitted to use mobile phones or smart devices in the Common Room.
6. Mobile phones or any smart devices must not be taken into examinations.

4.2 Sanctions

If a student breaches these rules the phone or device will be confiscated and will be placed in the school safe until the end of the day. If this occurs more than once in a term parents/carers will be asked to collect the device.

Students who refuse to hand over their mobile phone or smart device will be in serious breach of the behaviour policy and will receive a sanction in line with the school's Behaviour Policy.

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.

5. Responsibility for mobile phones or any other smart device

The school accepts no responsibility **whatsoever** for theft, loss, damage or health effects (potential or actual) relating to mobile phones or a smart device in the possession of students or confiscated by staff and will not undertake any related investigation. It is the responsibility of parents/carers and students to ensure mobile phones and other smart devices are properly insured.



6. Use of mobile phones or smart device 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.

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone and smart device 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 mobile phone to make contact with other parents/carers;
- Take photos or recordings of students, their work, or anything else which could identify a student.

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their mobile phones or smart devices, as set out in section 4 above.

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 phone during the school day.