



Simul autem et crescere luceat
Together we grow and shine

Fountain Head House School Use of Mobile Devices Policy

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Approved by	Julie Smith Chair of the Board

Contents	Page
Introduction and aims	3
Roles and responsibilities	3
Pupils' use of mobile devices in school	3
Visitors' use of mobile devices in school	4
Staff's use of personal mobile devices in school	4
Staff's use of work devices outside school	5
Loss, theft and damage	5
Links to other policies	6
Appendix ICT and mobile phone acceptable use - guidance for pupils	7

Introduction and aims

At Fountain Head House School, we recognise that mobile phones, including smart phones and smart watches, and other electronic devices such as laptops and tablets, 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 mobile device use
- Set clear guidelines for the use of mobile phones and other electronic devices for pupils, staff and visitors (including parents and carers, volunteers and any other persons visiting the school)
- 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 phones 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

Roles and responsibilities

All staff (including teachers, support staff and supply staff) must follow this policy.

Staff, pupils and visitors to the school, should feel confident to 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 pupils accountable for its implementation.

Pupils' use of mobile devices in school

Pupils are allowed to bring mobile phones in to school but they **must** hand them in at arrival for safe keeping during the school day. Pupils' mobile phones will be safely kept either in a locked storage area in or near the classroom or at the school's office area depending on appropriateness.

It is understood that some pupils might present anxiety regarding contact with parents. Where this is the case, there will be an agreement which allows pupils to request to contact their parents for emergencies.

As part of this agreement, it will be stated that the use of mobile phones will take place out of the learning areas in a quiet space with staff supervision.

Important messages and phone calls to or from parents can be made at the school phone or SLT work mobiles. The school ensures that messages from parents to pupils and pupils to parents are communicated and followed up.

Visitors' use of mobile devices in school

Visitors to the school include parents and carers, contractors, external professionals, and any other persons entering the school site.

Visitors should leave their phones in their pockets or stored away appropriately and turned off. Under no circumstances should they be used in the presence of children or to take photographs or videos. If this is required (e.g. for contractors to take photos of equipment or buildings), permission of the headteacher should be sought (the headteacher may choose to delegate this) and this should be done in the presence of a member staff.

During school events, parents and carers are asked not to take photographs or videos. The school will take photos of school events and share these with parents and carers as appropriate.

Staff's use of personal mobile devices in school

Staff's use of personal mobile devices

All staff should leave their personal mobile phones in a locker or other secure place and not on their person and only use them in staff areas of the school where pupils are not present such as the staffroom or offices.

If a staff member is expecting an important personal call when teaching or otherwise on duty, they may request via their line manager that they keep their mobile phone close to hand. This will always be on silent or vibrating alert mode.

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 phone number as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process 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.

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.

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

Consequences

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

Staff's use of work mobile devices

Work mobile devices include mobile phones, laptops, tablets. All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Staff members must not use the device in any way which would violate the school's terms of acceptable use.
- Work devices must be used solely for work activities.

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 work mobile 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, in line with our staff code of conduct.

Consequences

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

Loss, theft and damage

Pupils bringing phones to school must hand their phones in at arrival. Pupil mobile phones are stored securely during the school day.

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 mobile phones, as well as any work mobile 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.

The school makes this policy available to pupils, parents and carers, and staff to ensure that all are aware that the school is not responsible for any loss, theft or damage.

In the unlikely event that the school might need to confiscate a pupil mobile phone, the school becomes responsible for the device whilst in its care. In this case the school will be responsible for any loss, theft or damage caused from the moment of confiscation.

Any lost staff or visitors' mobile phones should be returned to the school reception. The school will then attempt to contact the owner.

Links to other policies

This policy should be read alongside the school's policies on:

- FHHS – Online Safety Policy
- FHHS – ICT and Internet Acceptable Use Policy
- FHHS – Safeguarding and Child Protection Policy
- FHHS – Behaviour Policy
- FHHS – Staff Code of Conduct
- FHHS – Data protection Protection Policy

Appendix – ICT and mobile acceptable use - guidance for pupils

ICT and mobile phone acceptable use – guidance for pupils

All pupils must use school ICT systems in a safe and responsible way



To keep myself safe, I will

- Hand my mobile phone in at the start of the day
- Speak to an adult about anything that worries me online or does not feel right
- Be kind towards others online
- Treat others online in the same way that I would like to be treated online
- Treat equipment carefully and in the same way that I would treat my own equipment at home. I will report any damages
- Keep my email password to myself



To keep myself safe, I will **not**

- Speak to strangers online
- Arrange to meet people in person that I have met online
- Use the internet or social media to be unkind to or about others
- Use aggressive or inappropriate language when communicating online
- Be unkind about other pupils' work online
- Use social media to pretend to be someone else
- Upload or download any inappropriate material
- Open email attachments from people that I do not know
- Log on any other person internet email account