



Phoenix
FEDERATION

Mobile Phone Policy

Chair of Governors: *A. JAGRANA*

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The Purpose and Importance of the Mobile Phone Policy

The Phoenix Federation recognises that mobile phones have become an integral part of our lives and as such, staff may need to have access to mobile phones on-site during the working day for various reasons. However, there have been a number of queries and concerns raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- Data protection issues
- The potential for lesson disruptions
- Appropriate use of technology in the classroom

Ensuring the Safe and Appropriate use of Mobile Phones by Staff

At the Phoenix Federation staff members are permitted to carry mobile phones while on its premises, subject to specific guidelines. Mobile phones are limited to professional purposes only which include:

- Accessing the Class Dojo system, which staff members use to apply the schools' reward system.
- Mobile phones serve as a communication tool for authorised staff members for updating the school's social media pages.
- The school WhatsApp group is used daily for quick and effective communication with all staff.

During school hours, any personal messages or calls made must happen during staff breaks. Staff members must ensure that their mobile phones are in silent mode to avoid distractions that could disrupt the learning environment. This rule applies to all staff members, including teachers, administrators, and support staff. By ensuring that mobile phones do not interfere with classroom instruction, staff members can create a conducive learning environment for students.

- Staff members should ensure that their phones are not used to take photos or videos of confidential information or sensitive areas within the school.
- Staff must ensure that there is no inappropriate or illegal content on the device.
- Staff members should always be mindful of their surroundings while using their phones and avoid causing any disruption to other staff members or visitors.
- Photographs should only be taken with mobile phones to capture the children's learning experience, and such photographs should only be shared with the school's Senior Leadership Team or admin team and then deleted permanently and immediately once they have been shared with school's SLT or admin teams.
- The use of mobile phones must be restricted to non-contact time and to areas of the school where pupils are not present (such as the staffroom).
- Any access to social media channels aside from the official school platforms is prohibited during the school day.
- Staff members must realise that the school is not responsible for any loss or damage that may occur.

If staff fail to follow this guidance, disciplinary action will be taken in accordance with the disciplinary policy. School phones (landline and mobile) must be used for all school purposes only. When children undertake a school trip or journey, mobile phone use by all staff is limited to contact with the school office or venues being visited, except in emergencies.

Ensuring the Safe and Appropriate use of Mobile Phones by Children

The use of mobile phones among school-aged children has become increasingly prevalent in recent years. As a result, there have been numerous instances where students have used these devices to send inappropriate messages to one another outside of the school environment. Such occurrences have led to disruptions in the learning process, necessitating school intervention. In addition, the school believes using mobile phones and other recording devices can distract the learning process; the mobile-free zone fosters a culture of respect, responsibility, and accountability among its students.

As a result, the Phoenix Federation has implemented a strict mobile-free zone regarding the use of mobile phones by pupils within its premises. Pupils should not bring mobile phones, or any other form of electronic device to school, unless they are authorised to walk home alone. If a mobile phone is brought into school, this must be handed in on arrival to the school office and collected at the end of the school day. Any phones not handed in will be confiscated and can only be collected by a parent/carer.

The use of mobile technology among children is ultimately subject to the authorisation and control of parents and carers. The school understands that some parents may need to contact their children during the school day. In such cases, parents must contact the school office and their message will be delivered to the student. If a student needs to contact their parent or carer, they can do so by visiting the school office. The Phoenix Federation is committed to providing all students with a safe and productive learning environment.

Ensuring the Safe and Appropriate use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are informed that we are a mobile phone free zone school. If they wish to make an emergency call, they may use the phone in the main office. Volunteers or visitors are only permitted to take photographs or recordings of the children if permission has been obtained from the parent/carer. Permission must be given in written form.

Ensuring the Safe and Appropriate use of Mobile Phones for Parents/Carers

Parents/carers are not permitted to use their mobile phone for recording in any situation other than in assemblies/performances or school events. Parents/carers are allowed to take individual photographs of their child but this must not be shared on any social media channels.

If parents/carers do not wish photographs/videos of their child/ren to appear in the school's newsletters, on the school's website or in articles that may appear in the local press-they should notify the school office completing the school consent form which is given out on the admission to school.

The Phoenix Federation expects everyone to act responsibly by setting a good example through adherence to this policy, any breaches will be taken very seriously by the Federation.

