



CITY OF BIRMINGHAM EDUCATION DEPARTMENT

BASKERVILLE SCHOOL

Mobile Phone and Smart Technology Policy

Date Reviewed: February 2025
Next Review: February 2026

BASKERVILLE SCHOOL, FELLOWS LANE, HARBORNE, BIRMINGHAM, B17 9TS

TELEPHONE: 0121 427 3191

Contents

1. Introduction and aims	2
2. Roles and responsibilities.....	2
3. Use of mobile phones and smart technology by staff	2
4. Use of mobile phones by pupils	5
5. Use of mobile phones by parents/carers, volunteers and visitors	6
6. Loss, theft or damage	6
7. Monitoring and review	7

1. Introduction and aims

At Baskerville School we recognise that mobile phones, including smart phones and smart technology (watches), are an important part of everyday life for our students, parents/carers and staff, as well as the wider community. Electronic devices of any kind that are brought onto site are the responsibility of the user.

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 technology for students, staff, parents/carers and volunteers
- Support the schools' other policies, especially those related to child protection and behaviour, data security, E-Safety and social media use

This policy also aims to address some of the challenges posed by technology in school/college, such as:

- Risks to child protection and safeguarding
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by anyone associated with Baskerville School; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection and safeguarding policies or relevant staff policy and procedure.

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 two years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The Governing Body delegate the ratification of this policy to the Safeguarding Committee who approves any changes made every 2 years. The Governors on the committee will be responsible for holding the school leadership to account and to ensure that the roles and responsibilities outlined in this policy are implemented effectively.

3. Use of mobile phones and smart technology 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 during contact time. Use of personal mobile phones must be restricted to non-contact time (e.g. lunch break), and to areas of the school where students are not present (such as the staffroom). Phones and smart devices must **never** be used or taken into bathrooms or changing areas on site.

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 office number as a point of emergency contact. The office team will then seek out the relevant staff member on site and inform them of the phone call.

SLT and Site Staff:

The following people have school/college issued mobile phones for business only:

- Executive Headteacher
- Head of School
- Head of College
- Designated Safeguarding Leads
- Director of Support Services
- HR Manager
- Building Services Managers / Site Support

Complex Care Staff

We recognise that Complex Care staff may need to make calls at certain times. However, they should adhere to this policy including the following at all times:

- Mobile phones should not be used during lesson time
- If a carer needs to make a call they should step outside to make the call or go to an empty classroom.
- At lunch time, if carers need to make a call they should step outside the building to do so or use their phone in an approved area (e.g. staffroom)

Staff and visitors are reminded to keep mobile phones and personal devices in a safe and secure place e.g. allocated locker or private office. They should keep personal **mobile phones and devices switched off** or set to '**silent**' mode at all times during the school day. Bluetooth or other forms of communication, such as 'airdrop', should be hidden or disabled whilst on school site.

Smart Technology

Smart technology has been a recently growing area of development within the world of communication and technology. This includes, but is not limited to, smart watches and Bluetooth headphones (with calling capability). Smart watches (including Apple, Samsung, Galaxy and Fitbit) are devices worn on the wrist, which have the capability to either make or receive phone calls, text messages and/or take photos. For the purpose of the policy we define "smart technology" as any device which is an extension of the mobile phone and can carry out any of the tasks listed within this section.

On arrival at the site, any smart technology must be **disconnected from Bluetooth**. We understand that staff and students will need to wear a watch, and so we do not expect these to be removed and stored away (as with mobile phones). However, disconnecting from Bluetooth will ensure that the watch or smart device cannot be used as easily to make calls, read messages or take photos.

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 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 members must also not have contact through any personal social media with any student, whether from any part of Baskerville school or any other school, unless the students are family members. Staff members must not have any contact with students' family members through personal social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

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/trip/activity, this must be done using school equipment.

Across the school, we use a range of online evidence gathering software to support staff in assessing the progress of the group. These sites should only be accessed by devices issued by the school, including staff assigned laptops and desktops. Staff should not use their own personal devices to access these websites or capture video or photo evidence to include on their own device.

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 or situations when outside of Federation (contacting 999)
- To be contacted by the school when supporting an off-site trip

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 office

Where possible, the school will provide an allocated mobile phone for a planned educational visit, including residential visits. These should be used to contact families and parents, so that staff personal numbers are not shared unnecessarily.

3.5 Work 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 always appropriate and professional, in line with our staff code of conduct.
- Be mindful of data usage and ensure that, where possible, access to a secure WiFi network is used (including on school sites).

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.

4. Use of mobile phones by pupils

For students who are in the Secondary education and young adults, we understand that mobile phones and smart technology is an important part of their life. They will often utilise the benefits of this; including accessing music or movies, to support their own regulation when arriving or leaving school or as a form of AAC e.g. an iPad that is also a communication device. Therefore, we have the following rules in place to ensure the safe use and storage of mobile phones and smart technology on site:

- Students are permitted to bring a mobile phone with them during transport at the start and end of the day. Please note that Travel Assist and the relevant transport provider will have their own rules on supervision of phones and families should check with the driver/guide for more information.
- On arrival at the site, mobile phones must be **switched off** and any smart technology **disconnected from Bluetooth**.
- Families who wish to contact their child can do so by calling the front office and leaving a message with the admin team. Please note that your child's education is very important and so only urgent messages should be passed on during the school day. We expect this to be used only in exceptional circumstances.

If a learner requires access to a personal device in exceptional circumstances, for example medical assistance (diabetes checks) and monitoring, this will be discussed with the Headteacher prior to use being permitted.

4.1 Sanctions

In the event of an allegation being made against a student in relation to misuse of a mobile phone or device on site, staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows staff to search a student's phone if they have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. Any incident involving **such allegation must be reported immediately** to the Headteacher, who will lead on the investigation and actions.

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

Young people under 18 who are worried that a sexual image or video of them may have been shared online can use Childline and IWF's [Report Remove Tool](#) to see if it can be taken down.

Further information on how the Federation respond to allegations of inappropriate material on devices can be found within the DfE Guidance document "[Sharing nudes and semi-nudes: how to respond to an incident \(overview\)](#)"

- **Never** view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – **this is illegal**.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL (or equivalent) and seek support.
- **Do not** delete the imagery or ask the young person to delete it.
- **Do not** ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL (or equivalent).
- **Do not** share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- **Do not** say or do anything to blame or shame any young people involved.
- **Do** explain to them that you need to report it and reassure them that they will receive support and help from the DSL (or equivalent).

5. Use of mobile phones 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. Appropriate signage and information are in place to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones, when visitors sign in, they are offered a safeguarding leaflet with up-to-date information

This means:

- Not taking pictures or recordings of students, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils
- Not taking photos or videos of school assemblies or special celebratory events. The staff will take photos of the pupils during rehearsals, or on the day, and these will be shared with families in line with the consent permissions held on file.

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event within the school.

Parents/carers or volunteers supervising educational trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, 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 pupils using their phones, as set out in section 4 above.

We recognise that there will be occasions where contractors may need to make calls on their mobile phones. This should not be done in the vicinity of students.

6. Loss, theft or damage

Pupils bringing phones to site must ensure that phones are appropriately identifiable to them and will be stored securely when not in use by the class staff.

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 educational visits or trips, or while students are travelling to and from school/college.

Confiscated phones will be stored in a locked cupboard in the classroom, which is only accessible to class staff.

Lost phones should be returned to the main office on site, who will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will consider:

- 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