



Mobile Phone Policy

De La Salle School is a Christian community, inspired by the vision and example of Saint John Baptist De La Salle, where each person is invited to become the person God intended him or her to be and to live a life of faith and love, following the example of Christ.

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1. INTRODUCTION AND AIMS

At De La Salle School we recognise that mobile phones and similar devices, including smartphones, 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 safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. RELEVANT GUIDANCE

This policy meets the requirements of the Department for Education's statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

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3. ROLES AND RESPONSIBILITIES

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 year, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Governors

Governors will monitor and review the mobile phone policy on an annual basis.

4. USE OF MOBILE PHONES BY STAFF

Pastoral staff may need to use the BTCloudwork app on their phones in order to carry out their duties during the school day.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during contact time. 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 personal reasons. For instance (this list is non-exhaustive):

- 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.

4.2 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).

4.3 Safeguarding

Staff must not give 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 personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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.

4.4 Using personal mobiles for work purposes

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In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Staff may need to use WhatsApp to access designated school group chats. E.g. De La Salle staff notices, De La Salle Pastoral and SLT group chats to access notices to staff.
- Staff can access school emails and send school emails using Gmail on their phones.

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 that could identify a pupil
- Pastoral staff may need to phone parents using the BTCloudwork app on their mobile phones.

4.5 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 appropriate and professional at all times, in line with our staff code of conduct

4.6 Sanctions

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

See the school's staff disciplinary policy for more information.

5. USE OF MOBILE PHONES BY PUPILS

The DfE's statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Pupils keeping their mobile phones with them, on the condition they are never used, seen or heard

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5.1 Use of smartwatches by pupils

The DfE's statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Smartwatches are not allowed in school.

If some pupils are allowed to use mobile phones due to exceptional circumstances for medical purposes i.e. monitoring of blood sugar levels by students who are diabetic. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the Headteacher.

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

5.3 Sanctions

- If a student is seen by a member of staff using their phone the member of staff will confiscate the phone and leave it with a member of the pastoral team where it will be locked in a secure cabinet. The student will collect it at the end of the school day from the Pastoral Hub.
- If a student is observed by a member of staff using their phone on a second or subsequent occasion the phone will be confiscated and held in a secure cabinet in the Pastoral Hub. The parents will be phoned and requested to come to the school to collect the mobile phone.

6. 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.

This means:

- Not taking pictures or recordings of pupils, unless it's at 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

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 at school.

7. LOSS, THEFT OR DAMAGE

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.

Confiscated phones will be stored in the Pastoral Hub in a locked cabinet.

Lost phones should be returned to Student Services.

9. Appendix 1: Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. Phones must be switched off (not just put on 'silent').
2. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Don't share your phone's password(s) or access code(s) with anyone else.
5. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
6. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
7. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
8. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
9. Don't use your phone to view or share pornography or other harmful content.
10. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
11. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

10. **Appendix 2:** Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	
Reason for granting an exception:	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

- Travel to and from school alone ☐
- Are a young carer ☐
- Need the phone to support their medical needs ☐
- Are attending a school trip or residential where use of mobile phones will be allowed ☐
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers ☐

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

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