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REBOOT
EDUCATION

A social enterprise

Mobile Phone POLICY 2024/2025



Mobile Phone POLICY

Person responsible for this policy:	Paul Arch
Policy author:	Paul Arch
Date Approved by Directors:	January 2024
Date to be Reviewed:	January 2026
Policy displayed on website:	Yes

CEOS's Signatures:	<p><i>Paul Arch</i></p> <p><i>Viv Hunt</i></p>
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Updates made:	Date:



1. Introduction and aims:

At Reboot Education, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents 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 for pupils, staff, parents and volunteers.
- Support Reboot Education'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

2. Roles and responsibilities

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by Reboot Education, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The CEO's are responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by Reboot Education) are not permitted to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the provision where pupils are not present.

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 CEOs will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, staff can use Reboot Education office number as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential information. More detailed guidance on our data protection policy can be found [here](#).

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff should only be contacting parents/ carers via email, text or phone call.



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 Reboot Education equipment.

Staff should only be contracting parents/ carers via email, text or phone call (from Reboot Education's office phone number).

Staff mobile phones should not be connected to Reboot Education's wi-fi network.

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.
- Supervising off-site trips.
- Making calls to parents if Reboot Education phones are not working. At which times, staff must hide their mobile number.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct.
- Not using their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil.
- Not using their phones to contact parents. If necessary, contact must be made via Reboot Education office telephone.

3.5 Work phones

Some members of staff are provided with a mobile phone by Reboot Education 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.

3.6 Sanctions

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

4. Use of mobile phones by pupils

Pupils in years 5 and 6 are allowed to bring a mobile to the provision, if their parents/ carers have completed the permission form and for one of the following reasons;

- Travelling to the provision by themselves.
- Young carers who need to be contactable.

Pupils are not allowed use their mobile phones on Reboot Education grounds. Their phones must be stored at Reboot Education office as soon as the pupils has been registered and their phone can't be collected until 14:25 pm.

4.1 Sanctions

If a pupil is found to have a mobile phone in the provision, that has not been taken straight to Reboot Education office, then provision staff will confiscated the phone as permitted under sections 91 and 94 of the [Education and Inspections Act 2006](#). The phone will then be stored at Reboot Education office and the pupil's parent/ carer will be asked to collect the phone from Reboot Education office.



Certain types of conduct, bullying or harassment can be classified as criminal conduct. Reboot Education 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.

Reboot Education staff do have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows provision staff to search a pupil'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.

5. Use of mobile phones by parents, volunteers and visitors.

Parents, visitors and volunteers (including contractors) must adhere to this policy as it relates to staff if they are on Reboot Education site during the learning time.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as an open morning), or of their own child.
- Using any photographs or recordings for personal use only (with consent only), and not posting on social media.
- Not using phones in lessons, or when working with pupils.

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

Parents must use Reboot Education's office as the first point of contact if they need to get in touch with their child during the day. They must not try to contact their child on his/her personal mobile during learning time.

6. Loss, theft or damage

Pupils who bringing phones to school, must ensure that their phones are appropriately labelled, and are stored securely at Reboot Education's office between 09:30 am and 14:30 pm.

Pupils should have a label on their phone case with their name on it.

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.

Reboot Education accepts no responsibility for mobile phones that are lost, damaged or stolen on our premises or transport, or while pupils are travelling to and from the provision.

Pupils and parents are made aware of the disclaimer above by a:

- Signs up in Reboot Education's entrance.
- The disclaimers in permission form for pupils to bringing their phone to the provision.
- This policy and disclaimer are displayed on Reboot Education's website.

Reboot Education staff have the right to confiscated phones which have not been handed into Reboot Education's office at the start of the day. Confiscated phones will be stored in Reboot Education's office.

Lost phones should be returned to Reboot Education's office. Reboot Education will then attempt to contact the owner.



7. Monitoring and review

Reboot Education is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, Reboot Education will take into account:

- Feedback from parents 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.



Appendix A

Use of Mobile Phones Code of Conduct for pupils

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

1. You may not use your mobile phone during lessons and should take your mobile phone to Reboot Education's office as soon as you have been registered.
2. Phones must be switched off (not just put on 'silent') when left at Reboot Education's office.
3. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
4. Don't share your phone's passwords or access codes 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 your school or our provision.
8. Don't use vulgar, obscene or derogatory language while on the phone or when using social media.
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 hand over your phone. Refusal to comply is a breach of this policy and will be dealt with accordingly.



Appendix B

Permission form allowing a pupil to bring their phone to Reboot Education

PUPIL DETAILS	
Pupil name:	
Parent(s) name(s):	

Reboot Education has agreed to allow your child to bring his/her mobile phone to our provision because they:

- Travels to and from the provision alone.
- Are a young carer.

Pupils who bring a mobile phone to our provision must abide by Reboot Education's policy on the use of mobile phones, and its ICT Acceptable Use Agreement.

Once pupils have been registered, they must take their mobile phone to Reboot Education's office where it will be secured securely. Pupils can collect their phones at the end of the day from 14:20 pm onwards.

Reboot Education reserves the right revoke permission if pupils don't abide by the policy.

Reboot Education accepts no responsibility for mobile phones that are lost, damaged or stolen on our premises or transport, or while pupils are travelling to and from the site.

Parent signature: _____ Date Signed: _____

Pupil signature: _____ Date Signed: _____

FOR REBOOT EDUCATIONS USE ONLY	
Authorised by:	
Date:	



Appendix C

The Use of Mobile Phone Information Slip for Visitors

Use of mobile phones in our provision

- Please keep your mobile phone on silent/vibrate while on Reboot Education grounds.
- Please do not use phones where pupils are present. If you must use your phone, you may go to into one of the offices.
- Do not take photos or recordings of pupils (unless it is your own child), or staff.
- Do not use your phone in lessons, or when working with pupils.

Reboot Education accepts no responsibility for phones that are lost, damaged or stolen while you are on Reboot Education grounds.

A full copy of our mobile phone policy is available from Reboot Education's office and website.
