St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

Mobile Phone Policy

Revised: July 2025

Reviewed and ratified by Full Academy Trust:

Date: 17.7.25

Signed: Andi Christou

Name: A Christou

Position: Chair of Education Committee

Date of next review: July 2027

Mission Statement

The aim of St. Cyprian's Greek Orthodox Academy is to provide its children with a primary education of the highest quality in a supportive learning environment, through the National Curriculum in the core subjects, enriched by the progressive learning of the Greek Language, culture and Christian Orthodox religion. The children of St Cyprian's Greek Orthodox School will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and to prepare them to contribute positively to the challenges of a diverse multi-cultural society.

The term 'parents' in this policy also refers to carers.

General use of mobile phones

- Mobile phones may not be used during lessons or formal school time.
- Mobile phones and personally-owned mobile devices brought into school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with explicit consent from a member of staff and sanctioned by a senior member of the school.
- No images or videos should be taken on mobile phones or personally-owned mobile devices.
- Mobile phones should not be used to record meetings without the permission of staff.

Pupils' use of personal devices

- All children's mobile phones and personally-owned devices should be handed into Reception if they are brought into school.
- If a pupil breaches the Academy's policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents or carers in accordance with Academy policy.
- If a pupil needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences and encouraged to use PIN's and other security as necessary.
- Pupils will be provided with school mobile devices (e.g. I-pads) to use in specific learning activities under the supervision of a member of staff. Such mobile devices will be set up so that only those features required for the activity will be enabled as necessary.

Staff, Students Teachers, and Volunteers use of personal devices

- Staff are not permitted to use their own mobile phones or devices for contacting pupils, young people or those connected with the family of the student.
- Mobile phones and personally-owned devices will be switched off or switched to 'silent' mode and not used during teaching periods unless in emergency circumstances. In that instance, SLT must be informed before hand.
- Staff should use mobile phones in designated areas such as the staff room or in a private room away from children; not in open areas and within view of children regardless of the time of day.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use school provided equipment for this purpose.
- If a member of staff breaches the Academy's policy then disciplinary action may be taken as appropriate.

- Staff use of mobile phones during the school day will be limited to the morning break, lunch break and after school and away from the presence of children.
- Staff should ensure that their phones are protected with PIN/access codes in case of loss or theft.
- Staff should not send and receive texts in classrooms or use camera phones at any time.
- Staff should never contact pupils from their personal mobile phone, or give their mobile phone number to pupils. If a member of staff needs to make telephone contact with a parent, a school telephone should be used.
- Staff should never store parents' or pupils' telephone or contact details on their mobile phone, as this allows the possibility of inappropriate contact.
- Staff should never send, or accept from anyone, texts or images that could be viewed as inappropriate.
- If a member of staff suspects a message, text or similar may contain inappropriate content it should not be opened but a senior member of staff, preferably the e-safety coordinator or DSL should be contacted.
- Staff may use mobiles phones provided by the school while on a school residential journey, educational visit or while at wrap around club in order to contact the school/parents.

Cleaners
Cleaners are required to turn their phones to silent or vibrate mode before they enter the school building. In cases of emergency cleaners should make/receive calls in the Reception area or the cleaners room as appropriate.

Parents/carers, visitors and contractors
Parents/carers, visitors and contractors are respectfully requested not to use their mobile phones in the school building or on the playground. Should phone calls and/or texts need to be taken or made this should be done off-site. Under no circumstances is any individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

Use of mobile phones for photographs/videos
The GDPR & Data Protection Acts allow parents/carers to take photos of their own child for personal use (e.g in a family photo album) but prevents these from being distributed or sold by unlicensed photographers that have not been hired by the school or signed a contract. The Children Act is in place to ensure the welfare and safeguarding of young people is always the number one priority of schools, local authorities and organisations, and distributing images of pupils can breach that.

Parents'/Carers' Responsibilities
Parents/ Carers are responsible for:
- Completing a Photography and Video Consent Form when requested by the Academy
- Informing the Academy if they wish to make any changes to their consent by providing an updated Photography and Video Consent Form
- Understanding and supporting the Academy in applying this policy
- Respecting any school request to refrain from taking any photographs or video images
- Not taking photographs or video images of an individual person other than their own child without consent of the person concerned.
- Not uploading images taken at the Academy or at Academy events of an individual person other than their own child, on the internet or social networking sites, without the consent of the individual concerned.
- Using photographs or video images they have taken at the Academy or at Academy events solely for their own family use, and not for resale or profit.
- Obtaining written permission from the school before any photographic or video image featuring the Academy or identifiable members of its community are shared in the public domain
- Informing the school if they are unhappy with any images that may have been taken of their child at school or during school events.

Permissible use of photography and videos
Where the Head Teacher gives permission to take photographs or videos during Academy events, parents/ carers will ensure that the person taking the images

- Remains seated while taking photographs or videos during the event.
- Minimises the use of flash photography during performances.
- Makes the focus of any group photographs and/or videos their own children, where possible
- Avoids disturbing others in the audience or distracting pupils when taking photographs or recording videos.
- Refrains from taking further photographs and/or videos if and when requested to do so by staff.

Pupils mobile phone acceptable use policy

Purpose
St Cyprian's Greek Orthodox Primary Academy has established the following Acceptable Use Policy for mobile phones that provides teachers, pupils, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours.
Pupils, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones to school.
The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities both on the school campus and off-site.

Rationale
The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used appropriately and safely.

Personal safety and security
St Cyprian's Greek Orthodox Primary Academy accepts that parents/carers may give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.
Pupils who walk home in Years 5 & 6 are allowed to bring mobiles after the parent has requested permission and filled out the relevant form. Mobile phones can only be brought to school once the Headteacher has authorised the request. Once permission has been given, the office staff sign their phone in and out at Reception.

Responsibility
It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document. The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential misuse of those capabilities.
Parents/carers should be aware if their child takes a mobile phone to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.
Parents/carers are reminded that in cases of emergency, the school office remains the first and appropriate point of contact. and can ensure your child is reached quickly and assisted in any relevant way. Passing messages through school Reception also reduces the likelihood of disrupting lessons inadvertently.

Acceptable Uses
All children's mobile phones and personally-owned devices **must be switched off and handed in to Reception** if they are brought into school and not used.
Parents/carers are requested that in cases of emergency they contact the school first. This ensures that staff are aware of any potential issue and may make the necessary arrangements.
Mobile phones should not be used in any manner or in any location that could cause disruption to the normal routine of the school.
If asked to do so, pupils will show the content requested or hand their phone to a teacher or other designated adult such as the police.

Theft or damage
The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.
Pupils should mark their mobile phone clearly with their full name.
Pupils who bring a mobile phone to school must leave it at the school office when they arrive.

When a mobile phone is found on the school premises and the owner cannot be located, it should be handed into the front office reception.
It is strongly advised that pupils use passwords and/or pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.
Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless to the thief. Call your network provider as soon as possible after your phone has been lost or stolen. This can be a temporary measure in case it is recovered.

Inappropriate conduct
Using mobile phones to bully or threaten pupils or staff is unacceptable. Cyberbullying will not be tolerated. In some cases it could constitute criminal behaviour. Using technology to humiliate, embarrass or cause offence will not be tolerated; regardless of whether 'consent' was given.
It is forbidden for pupils to use their own or other pupils mobile phones to take videos and pictures of acts to denigrate or humiliate others. This also includes using mobile phones to photograph or film any pupil or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
Any pupil who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
Pupils may not engage in personal attacks, harass another person, or post private information using SMS messaging, taking/sending photos or objectionable images, and phone calls. Pupils using mobile phones to bully other pupils will face disciplinary action. *[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.]*
Pupils must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence.