Mobile Phone Policy

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L Cowley – Headteacher	**Date: October 24**
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Statement of Intent

At St Thomas's C.E. Primary the welfare and well being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day and which are most susceptible to misuse- including the taking and distribution of images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices

1 Scope

This policy applies to all individuals who have access to personal mobile phones on site. Staff mobile phones should switched off at all times and only used in the office or staffroom. If volunteers, contractors, governors, young people, parents, carers, and visitors request to keep their phone with them they must sign that they adhere to the school policy.

This policy should also be read in relation to the following: -

- Safeguarding Policy

- Anti-Bullying Policy
- E- Safety Policy
- Social Media Policy
- Disciplinary Policy
- Lone Working Policy
- Data Protection Policy
- Intimate Care Policy

2 Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce where staff work as a team, have high values and respect each other, thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners

- Have a clear understanding of what constitutes misuse
- Know how to minimise misuse
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegation
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Are responsible for self-moderation of their own behaviours
- Are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting which is agreed by all users.

3 Personal Mobile Phones – Staff

3.1 Staff are not permitted to make/receive calls/texts during contact time with children. The school office number should be given for all emergency contact.

3.2 Staff should have their phones switched off and secured during class time

3.3 Mobile phones should not be used in spaces where children are present e.g. classroom, around school, playground

Use of phones (including receiving texts and emails) should be limited to non-contact time when and where no children are present e.g. office or staffroom

3.5 Social media apps should only be accessed on personal phones at lunchtime only when not working and in the staffroom

3.6 Employees accessing work emails using their personal mobile phone should have the appropriate secure systems in place to ensure the data cannot be accessed should their mobile phone be lost or stolen. Employees are requested to

sign a declaration on reading this policy to ensure their phone id password or pin is protected

3.7 Should there be exceptional circumstances e.g. acutely sick relative, then staff should make the Headteacher aware of this, provide a family member with the school number and inform the office of the potential for an emergency phone call.

3.8 Staff are not at any time permitted to use recording equipment on their mobile phone e.g. taking recordings/videos/pictures of children or sharing images

3.9 Legitimate recordings and photographs should be taken using school equipment such as cameras or ipads

3.10 The school is not responsible for loss, damage or theft of any personal mobile devices

3.11 Inappropriate messages must not be sent to any member from the school community

3.12 Staff should report any inappropriate usage of mobile devices to the Headteacher

3.13 Failure to comply with the above may lead to disciplinary action

4 School Trip Mobile Phones

4.1 We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that

4.2 Only trip leaders mobile phones are used

4.3 The trip leaders mobile phone is only to be used for communication with staff on the trip, emergency and contacting the school

4.4 Only the trip leaders mobile phones, cameras or ipads are to be used to take pictures/videos of children when on a trip

4.5 These pictures/videos must be downloaded on a school PC on return and then deleted from the above devices

4.6 Mobile phones should not be used to contact parents during a school trip – all communication is through the school devices

4.7 Where parents/volunteers are accompanying a trip, they are informed not to use their mobile phone at any time for any reason. Preference is to leave their phone at home or in school whilst on the trip and provide the school office phone number for relatives to contact in the case of an emergency and the office will contact the trip leader. Parents/volunteers sign an agreement accepting policy that all phones at least will be switched off.

4.8 Mobiles should never be used whilst driving – this is a criminal offence

4.9 Calls and texts will be monitored

4.10 All cameras and ipads should be returned to school at the end of each trip and secured

4.11 Failure to comply with the above may lead to disciplinary action

5 Issue of Mobile Phones for work related purpose

5.1 Any employees who have been provided with a mobile phone for business use must sign the mobile phone user agreement (appendix 1) and follow all its conditions and procedures

5.2 Failure to do so may result in disciplinary procedure

5.3 The school will monitor usage on a regular basis

6 Use of the school landline

6.1 The school landline must only be used in connection with school business. Using the landline to make personal/private calls must only be carried out if permission has been obtained from a member of the Senior Leadership Team

6.2 The school landline must not be used to contact premium rate numbers

6.3 The school landline must not be used to promote any external private business

6.4 The school landline must not be used in a manner that could bring the school into disrepute

7 Personal Mobile Phones – Pupils

7.1 We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidation of others. Therefore …

7.2 Pupils are not permitted to have mobile phones in school or on school trips

7.3 If a parent wishes their child to have their mobile phone to walk home alone with the phone must be handed into the school office until the end of the school day

7.4 A child found using their mobile phone during the school day will have the phone confiscated until the end of the school day

7.5 Pupils sign an acceptable usage agreement on entry which also covers inappropriate use of mobile phones. This includes bullying, intimidation and sexting

8 Volunteers, Visitors, Governors and Contractors

8.1 All volunteers, Visitors, Governors, parents and Contractors are expected to follow this mobile phone policy whilst on the premises. On entry to the school an agreement of code of conduct is signed.

8.2 On entry it is requested that mobile phones are switched off or left secure in the school office. If the request is to keep their phone the agreement states that all phones must remain switched off whilst on the premises

9 Parents – events

9.1 It is school policy that we do not allow performances or events to be photographed or videoed by Parents. Parents can take a photo or video of their own child after the event but they must not include any other pupil. Parents are requested to respect this policy.

10 Dissemination

10.1 The mobile phone policy will be shared with staff and volunteers as part of their induction. It is also available on the website

11 Monitoring and Review

11.1 The school Business Manager is responsible for monitoring this policy and procedures and amending accordingly on review.

11.2 This policy will be reviewed every two years

Mobile Phone User Agreement

The following are conditions under which you the school employee will accept the provision of a mobile phone from the school.

The school retains the sole right of possession of the mobile phone and related equipment and may transfer the mobile phone to another employee if you do not or are unable to, for any reason, fulfil the requirements of this agreement.

Under this agreement the school will –

1 Provide a mobile phone for your sole use while you are a permanent full time or part time employee

2 Set up the mobile phone to enable you to connect to and make effective use of the network

3 Plan and manage the integration of the mobile phone into the environment and provide the professional development required to enable you to use the mobile phone effectively

4 Make a regular payment to the leasing company for the mobile phone (if applicable)

5 Monitor usage regularly

Under this agreement, you will –

1 Bring the mobile phone and charging unit to work each day and keep the mobile phone with you or within sight at all times

2 Transport the mobile phone safely using the cover issued with the phone

3 Use the mobile phone for work purposes only

4 Not permit any other individual to use the mobile phone

5 Take responsibility for any other individual using the phone

6 Provide suitable care for the mobile phone at all times and not do anything that would permanently alter the device in any way

7 Not use the mobile phone in ways which could damage the reputation of the school or your career

8 Turn off 'Cellular' in settings so there are no internet charges

9 Lock the mobile phone screen when not in use with a passcode

10 Immediately report any damage or loss of mobile phone

11 Immediately report any viruses or reduced functionality

12 Make arrangements for the return of the mobile phone and passcode if your employment ends or if you are away from school for an extended period

13 use mobile phone in a way which does not contravene the policies and procedures of the school including ICT Policy, Data Protection Policy, Social Media Policy and Safeguarding Policy

14 Hand the phone to the Business Manager on request for regular checks of content and usage

15 Do not use the mobile phone whilst driving - it is a criminal offence

Insurance cover provides protection from the standard risks whilst the mobile is on school site or in your home but excludes theft from your car or from other establishments. Should you leave the mobile unattended and it is stolen, you will be responsible for its replacement and may need to claim this from your own insurance company.

Failure to agree or to abide by these terms will lead to the mobile phone being returned to the school and serious breaches may lead to disciplinary action.