



Mobile Phone Policy (including acceptable use protocol)

Agreed: Autumn 2018

Review: Autumn 2020

At Moss Hey Primary School our responsibility to safeguard the welfare and well-being of our pupils is paramount. The aim of this 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 indecent images, exploitation and bullying. However as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Scope and Purpose

This policy applies to all individuals who have access to personal mobile phones on site. This includes employees, governors and others associated with the school (referred to in this document as school representatives) children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

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. Please remember, you are ambassadors for the school at all times and unacceptable use of mobile technology WILL reflect upon the school. Keep your personal and professional lives separate. School representatives must act professionally at all times and must not, through their actions or inactions, bring the school into disrepute.

At Moss Hey Primary School it is our aim that all school representatives:

- have a clear understanding of what constitutes misuse
- understand the need for professional boundaries and clear guidance regarding acceptable use and the requirements of confidentiality to safeguard children
- know how to minimise risk
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- are responsible for self-moderation of their own behaviours
- are aware of the importance of reporting concerns promptly

Employees should be aware that the use of mobile phones and devices in a manner contrary to this policy may result in disciplinary action.

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

Personal Mobiles - Staff

Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office

Staff should have their phones on silent or switched off and out of sight in the classroom stock cupboard or in the staffroom during class time.

Mobile phones must not be used in a space where children are present (eg. classroom, corridors or playground)

Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms

It is also advised that staff security-protect access to the functions of their phone

Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone available on silent in case of having to receive an emergency call. The school office should be the first point of contact for staff relatives to reach staff members in an emergency

Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads

Support staff, e.g. caretaker, who operate across the whole site may use their mobile phone as a direct contact with offsite contractors, but should endeavour to use the phone away from where children are present in line with other staff protocols

Staff should report any usage of mobile devices that causes them concern to the Headteacher

Mobile Phones for work related purposes

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

Mobile use on these occasions is appropriate and professional

Mobile phones must not be used as an alternative to a school camera or ipad and never used for taking photographs of children.

Staff may not use their mobile phones to contact parents except in the interest of a child's safety when off site and out of office hours according to agreed protocol

Where parents are accompanying school trips they are acting as a school representative therefore they should make no contact with parents/carers of children other than their own (via calls, text, email or social networking) during the trip. They must not use their phone to take photographs. Private and personal use of their phone and should be limited to non-contact time when no children are present

Personal Mobile Phones / Devices – Pupils

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 intimidating others.

In order to be able to safeguard our pupils effectively children are not permitted to have a mobile phone in school. If it is deemed necessary for a child to have a phone for a particular reason they must hand it into the school office at the beginning of the school day and collect it before leaving school premises. School will not accept any responsibility for the loss or damage to any mobile phone.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our Mobile Phones and Devices Policy as it relates to school representatives whilst on the premises.

On arrival, such visitors will be informed of our expectations on the use of mobile phones and devices in an educational setting and will be asked not to use their mobile phones in a place where children are present.

Parents

We would ask parents not to use their mobile phones whilst in the school building but to make any urgent calls outside.

We recognise that parents and carers will wish to take photos and videos of their children at school events such as concerts, shows and sports events for personal use, such as to add to their family photo albums. Mindful to ensure that Data Protection legislation is not contravened and in order to safeguard the welfare of young people within school we insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own without their consent. Visitors can expect that the school may provide written guidance beforehand and/or may make an announcement before events as a reminder of this guidance.

Other Related Policies

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

Safeguarding and Child Protection Policy

Data Protection Policy

Anti-Bullying Policy

Acceptable Use Policy