



Mobile Phone Policy

Person responsible: Chris Wilson

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Governor's Signature:

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Mobile Phone Policy

Version Control

Version 1.1 – Reviewed May 2019 – Amended for June 2019

Rationale

All students and staff should be able to come to school feeling safe and secure. Mobile phones have become an important and invaluable part of our modern lifestyle. The school understands there are times when possession of a mobile phone can provide a sense of safety and security, enabling urgent calls. We understand that parents would want students that travel independently or on a bus to have the safeguard of a mobile phone.

Once in school, mobile phones / tablet devices should be switched off and collected by Class Form Tutor Staff and securely stored in the Form Room Class Lockers until they are returned to students during afternoon Registration, in readiness to go home. Clear signs in reception indicate that mobile phones should not be used on school site. Parents, visitors or students will be challenged and asked to put away mobile phones. Students must hand in mobile phones to Form Tutor Staff for safe keeping. Students that take out their mobile phones and do not hand them in as requested will have them confiscated. Parents may be called to collect the device at a later point in time.

Certain staff groups are required to have a mobile phone for their jobs, safeguarding and work purposes to fulfil their role.

School accepts no liability or responsibility for mobile phones brought onto site that are not stored securely. It advises not to bring phones into school.

1.0 mobile Policy

1.1 Students

Students are not permitted to have mobile phones on their person at school or on trips (unless stated specifically by teacher)

If, in the rare event of a parent/carer wishing for his/her child to bring a mobile phone to school to contact them after school:

- The parent/carer must put their request in writing to the Executive Head Teacher.

- The phone must be switched off and handed in as normal, unless parents specifically request otherwise with good reason.

UNACCEPTABLE USES

- Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during the school day or while on school premises.
- The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.
- Using mobile phones to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases, it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.
- It is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student 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 everyone should be aware that almost all calls, text messages and emails can be traced.
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- All phones should be handed in during morning Registration and stored securely. Should a student be seen with a mobile phone on school premises, the phone will be confiscated by staff. Staff have the legal right to confiscate the phone and this will normally be done until the end of the day or in persistent cases call parents to come into school and collect. The phone should be locked away in a cupboard, draw or safe place or in the Form Tutor Class Lockers. Staff should follow the school behaviour policy administering warning cards if student refuses to comply and then sanction the student appropriately accordingly.
- It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images.

1.2 Staff/ (Including External support and CARE staff)

In order to enforce Safeguarding, Staff are expected to challenge anybody on the school premises that visibly has a mobile phone out and does not have permission. This includes visitors, parents, students and contractors. Permission needs to be granted from the Senior Leadership Team and / or Designated Safeguarding Lead.

Classroom Staff must have their phones on 'silent' or switched off during class time.

Staff may not make or receive calls during teaching time. If there are extreme circumstances, for example, an acutely sick relative, the member of staff will have made the Executive Head Teacher or

Head of School aware of this and asked permission to have their phone on their person in case of having to receive an emergency call.

Use of phones must be limited to non-contact time such as break and lunch times, when no children are present and then only in offices or the Staff Room and not in corridors, the playground or the Hall where students are likely to be.

Staff working in the bathroom areas must not, under any circumstances have their mobile device within this area at any time.

Calls/texts must be made/received in private during non-contact time.

Phones will never be used to take photographs of children or to store their personal data.

If your job role requires you to be contacted at any time, then mobile phone use is acceptable. If your role requires you to use a mobile phone for some of the school systems (*Example – Fire Marshalls*) then this is also acceptable use. (Senior Leadership and Extended Senior Leadership Teams).

In the event of an unplanned school closure, for example, adverse weather conditions or break down of heating system, the school communication system will be used to send each family a text message informing them of the change of circumstances. *It is therefore imperative that parents supply school with at least one up-to-date mobile number*

1.3 Parents

Parents should not phone, text or contact their children directly during school time (8.30am – 3.10pm). If a message needs to be passed on this needs to be via the school's typical communication channels and through School Reception to enable us to keep a track of all communication.

School advises parents not to send children into school with a mobile phone or tablet device as the school cannot take responsibility for the property unless it is locked away securely in the Form Class Lockers.

2.0 Social Networking or mobile devices

2.1 Students

Social networking sites and newsgroups will be blocked unless a specific use is approved. Students are advised never to give out personal details of any kind which may identify them or their location. Examples would include their real name, address, mobile or landline phone numbers, school, IM address, e-mail address, names of friends, specific interests and clubs etc.

Students and parents will be advised that the use of social network space outside school may be inappropriate for our students.

There is to be no communication with staff members in or outside of school, unless there is a circumstance where this is necessary, e.g. School Trip, Residential, and Emergency Situation.

Communication with other students should be monitored by parents. If a situation arises whereby bullying is suspected, the Designated Safeguarding Lead or relevant Senior Leader can be contacted.

2.2 Staff (Including External support staff)

Staff must never give out their personal details to students or parents.

Communication with other staff members outside of school via social networking is the responsibility of the end user. However, references to school and staff, students or parents, if of an offensive nature, may be subject to disciplinary investigation. Staff must be aware that anything posted on-line is in the public domain and may potentially be seen by anyone including non-intended recipients. Communication with current students or parents, such as having them as a friend on social media, and messaging is not allowed by school staff. Uploading or sharing photos or videos with students is also forbidden.

All staff must be aware that the posting of inappropriate pictures, videos and comments may be viewed as bringing the school into disrepute by association, which could be considered a disciplinary issue.

Staff must not share their contact details with current students or parents unless agreed by the Senior Leadership Team for a specific reason. We also advise that staff do not share their contact details with past students or parents as there is usually still a link to school through current students and parents.

2.3 Parents

Parents should not use their mobile or other devices on the school site to take photos or pictures without the permission from the Executive Head Teacher. This is to protect the children under our safeguarding procedures.

Parents should never publish pictures on social media, messenger apps or social networking sites relating to school or school events without direct permission. They should never publish any pictures of other children within the school without direct permission from the school.

Parents should assume that photos at events are **NOT permitted** unless expressly stated by the school or staff. We expect all parents to follow this in line with the parental agreement upon sending your child to this school.

Phones should be switched off and placed onto silent when entering the school.