

Mobile Phone Policy

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1.1 Introduction and Aims

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 indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

1.2 Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents/carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- School Safeguarding Policy
- GLF IT Acceptable Use Policy
- GLF E-Safety Policy
- GLF Social Media Policy
- GLF Staff Code of Conduct Policy

2.1 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 risk
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- 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 to by all users:

3.1 Personal Mobiles - Staff

- Staff members 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 (e.g. in a drawer, handbag or pocket) during class time
- Mobile phones should not be used in a space where children are present (eg. classroom, playground)
- Use of phones (Inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present eg. in office areas, staff room, empty classrooms
- It is also advised that staff security protect access to functions of their phone
- Should there be exceptional circumstances (eg. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call
- Staff members 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 tablets
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

3.2 Mobile phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children)
- Personal mobile phones should not be used to make contact with parents/carers during school trips – all relevant communications should be made via the school office or using a school mobile phone
- Where parents/carers are accompanying trips, they are informed not to make contact with other parents/carers (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

3.3 Personal Mobiles - 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.

Expectations of students

- Mobile phones are brought into school at the owner's own risk
- Mobile phones should be kept in bags or lockers between 8.30am and 3.00pm, unless a member of staff requests that it be brought to a lesson for a learning activity
- Mobile phones should only be used in lessons in line with the schools traffic light policy
- Students should not make or receive phone calls at any time during the school day on their mobile phones; if a student needs to contact home, they should go to student support from where the call will be made
- Phones should not be out in the corridors at break or between lessons. Headphones and listening to music are not allowed around the school site
- At break and lunchtime students are allowed to look at their phones, but only in designated areas, which are the communal areas including the canteen, Main Hall and quad

- Headphones and listening to music are not allowed around the school site
- Mobile phones used in school inappropriately will be confiscated, an email will be sent informing the student's parent/carer. The student can collect the device at the end of the day from HT/HT's PA. The student must hand their phone in to HT's PA on arrival the following school day, where it will be retained for the entire day, as a consequence of their behaviour. Failure to hand the phone in will lead to the student being picked up by LSD
- Where mobile phones are used in or out of school to bully or intimidate others, then the headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site'.

3.4 Volunteers, visitors, governors and contractors

All volunteers, visitors, governors/SSB members and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

3.5 Parents/carers

While we would prefer parents/carers not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents/carers see their phones as essential means of communication at all times. We therefore ask that parent or carer usage of mobile phones, whilst on the school site, is courteous and appropriate to the school environment.

We also allow parents/carers to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents/carers do not publish images (e.g. on social networking sites) that include any children other than their own. Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

4.1 Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents/carers via the school office and website.