

# FIRTHMOOR PRIMARY SCHOOL



## Mobile Phone and Portable Device Policy

Date policy approved	February 2019
Review frequency	3 years
Review date	February 2022

## Mobile Phone and Portable Device Policy

Mobile phones, alongside other forms of technology, are changing the way and speed in which we communicate. Many phones now offer internet, email access and instant photo and video messaging. It is these functions that are susceptible to misuse and can impact on an individual's dignity, privacy and right to confidentiality, leading to potential child protection and data protection issues.

All volunteers, visitors, governors and contractors are expected to adhere to the mobile phone policy in the same way as staff, and are informed of expectations on arrival.

### **AIM**

The aim of this policy is to promote safe and appropriate practice through clear acceptable use guidelines.

#### Staff and visitors

- Mobile phones must only be used in staffrooms
- During working hours, mobile phones will be switched off or put on 'silent' or 'discreet' mode and locked away. This particularly includes the exclusion of mobile phones/personal devices/cameras in the Early Years Foundation Stage
- Phones must not be used for any purpose (eg phoning, texting, accessing the internet, taking photos, checking the time, taking videos) during working hours.
- Phones must be stored out of sight during the working day.
- In the event that an employee has a particular reason to leave their phone on during lesson hours, they may request this via the headteacher
- Members of staff who have been authorised to use their mobile phone during school hours, for school use only, are:

Mrs A Dixon (Headteacher)

Mrs D Kilpatrick (Inclusion Officer)

Miss J Brooks (Business Manager)

Chris Ashton (Caretaker)

If a member of staff is required to use their own mobile phone for business use, they will be reimbursed for the cost, however use must be approved beforehand by the headteacher

If members of staff are using their personal phones to make business calls, they will need to present a version of their mobile phone bill that shows an itemised list of calls, and identify which of the calls are eligible for expenses.

#### Pupils

- In general, pupils should not bring mobile phones or valuable items into school as they can be easily lost or stolen. There are no reasons why a student needs to have in their possession or use a mobile phone during the school day.

- On the rare occasion a parent requests their child brings a mobile phone to school for emergencies, the phone must be handed in, switched off, to the school office first thing in the morning and then collected at home time.

## Parents

Parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such, use is not covered by the Data Protection Act). However, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images.

## Visitors and Contractors

- Visitors to school are asked to turn off their phones at reception and instructed to not use them in the presence of children. If a phone call is expected they are advised to leave it with staff in the office – a member of staff will inform the visitor upon the call.

## Activities out of school

- Staff conducting activities out of the school building, such as educational visits, outdoor play in the MUGA; can carry their phone with them but must adhere to the procedures and guidelines within this policy
- Mobile phones must not be used to take digital / video images of pupil's work. Those images should only be taken on school [equipment](#). Video or sound clips must not be taken of any person who is unaware of the action and who has not given their permission.

## Emergencies

- If a child needs to contact his/her parents/guardians they will be allowed to use a school phone via the school office.
- If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

## Responsibility for mobile phones

Mobile phones brought into school are entirely at owner's risk. The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

## Inappropriate Use

Generally, a mobile phone will be used inappropriately if

- it disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- threatens or is likely to threaten the safety or wellbeing of any person; or
- is in breach of any law.

Inappropriate use of mobile phones will include using them to bully, intimidate or otherwise harass other people through any SMS or text message, social networking sites photographic and video or other data transfer system available on the phone.

***It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.***

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, ipods, iPad and similar devices

### **Monitoring and Review**

This policy will be reviewed every 3 years or earlier if necessary