

MOBILE PHONE POLICY (Staff, Visitors & Pupils)

Statement Document History

Review frequency	As required but no more than 2 years	Reviewed	Sept 21
Governing Committee Responsible	Curriculum	Governor Approval (date)	
Website	Yes		
Staff Responsible Deputy Head	Amy Hyde	Next review	Sept 23

This policy provides clear guidance on the use of mobile phones in school by staff, visitors, volunteers and pupils.

Introduction

Maple Tree Primary School has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to smart mobile phones.

Smart Mobile Phones

Smart mobile phones are becoming increasingly popular and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and/or teachers.

Staff policy: to be read in conjunction with the Staff Code of Conduct

Staff use of mobile phones during their working day should be discreet and appropriate eg: not in the presence of pupils.

Use of phones (including 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. Staff should only use mobile phones in a classroom setting in exceptional circumstances.

Mobile phones should be on vibrate to adhere to lockdown procedure during lesson times.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil's parents, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. With regard to smart phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

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 off - site activities.

However staff should ensure that:

- School mobile telephone use on these occasions is appropriate (but will never include taking photographs of children).
- Unless in an emergency, no personal mobile phones should be used to make contact with parents during school trips –all relevant communications should be made via the school office.
- Where parents are accompanying trips they will be made aware that they must not make contact with other parents (via calls, text, email) without the express permission from the senior leader on the trip.

This guidance should be seen as a safeguard for members of staff at the school.

Parent, Visitors or Volunteers in School

Adults either in school or accompanying children on school trips should **not** use their cameras or mobile phone cameras to take pictures of pupils.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the staffroom or entrance foyer. Personal cameras and mobile phone cameras should not be used to take pictures of children. Any need for the use of mobile phones outside of this area must have the permission of the Senior Leadership Team.

Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Maple Tree discourages pupils younger than Year 6 from bringing mobile phones to school due to the potential for inappropriate misuse. We want our pupils to be independent and resilient, so mobile phones should not be used to contact parents/ carers during the school day. If there is an emergency or concern, pupils should speak to a member of staff.

When a child needs to bring a phone into school, it must be handed in to the class teacher on arrival; these will be locked away during the day and are kept on site at the pupil's own risk. Pupils must have their mobile phones switched off from 08:55am – 3:30pm. This means that mobile phones are not visible in lessons.

Parents are advised that Maple Tree Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds: this includes lost, stolen or damaged phones. Phones should be clearly marked so that each pupil knows their own phone.

Where a pupil is found by a member of staff to be using a mobile phone, the pupil will be told to hand their phone to a member of the office staff who will record the name of the pupil and attach it to the phone. The mobile phone will be stored in the safe in the school

office and may be collected by the pupil at the end of the school day. The pupil's parents will be contacted by the pupil's class teacher.

If this practice continues more than twice, then the phone will be stored in the safe in the office until an appropriate adult collects the phone from a senior leader.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the School Behaviour Policy.

If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior leader. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Inappropriate use of a mobile phone includes but not limited to:

- Taking pictures of pupils or staff
- Filming videos of pupils or staff
- Sending inappropriate images to other pupils or staff
- Sending unkind or hurtful messages to pupils or staff
- Contacting home if you have been sanctioned
- Surfing the internet
- Using social media for negative interactions
- Harassment/ bullying of other pupils and staff