Potters Green School

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Mobile Phone Policy

Spring 2018

Rationale

The policy defines and describes the acceptable use of mobile phones for all members of the school community.

The school does not take responsibility for loss or damage to mobile phones.

School Responsibilities

The Governing Body is responsible for ensuring that its employees act in a lawful manner; making appropriate use of technologies for approved purposes only.

The Governing Body is responsible for adopting relevant policies and the Headteacher for ensuring that staff are aware of their contents.

If the Headteacher has reason to believe that any ICT equipment has been misused, he will consult the Local Safeguarding Officer/Local Authority Delegated Officer for advice without delay. HR Officers will agree with the Headteacher and Local Safeguarding Board for an appropriate strategy for the investigation of the allegations. Incidents will be investigated in a timely manner in accordance with agreed procedures.

The Headteacher will make it clear that internal school staff should not carry out any investigations unless they are both qualified and authorised to do so.

User Responsibilities

Staff found to be in breach of this policy may be disciplined in accordance with Local Authority disciplinary procedures. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment. Users must report all suspected breaches of this policy to the Headteacher.

Line Managers are responsible for ensuring that adequate induction, training and support is undertaken to implement this policy.

Safeguarding

- Photographs are a valuable tool for recording and assessing children's activities and achievements in Potters Green Primary School.

- The admission process requires parents/carers to sign a 'Permission Letter' which gives consent for photographs to be taken of their child whilst a pupil in Potters Green Primary school.

- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).

- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children in school.

- Photographs will only be taken with digital cameras or i-pads.

Children and Mobiles

The following rules apply for the use of personal mobile phones:

- Parents will be contacted if any child is found with a mobile phone during school time.

- If a child brings a mobile phone into school, it must be given to the school office to store for safe keeping, to be collected at the end of the school day.

Staff and Mobiles

- The school accepts that employees will bring their phones to work.

- Staff mobiles must be kept switched off or on silent at all times and not handled or answered during lessons or meetings, except with the permission of the Headteacher. Staff should not leave the classroom during lessons to use their mobile phones. Mobile phones may only be used during morning/lunch break where there are no children. Any member of staff found using a mobile phone without permission may be subject to disciplinary action by the Governing Body.

- In the event that an employee has a particular reason for a specified period of time, they may request, via the Headteacher, that they leave their phone on during working hours.

- Staff mobiles should not be left on display.

- Staff should not to give their home telephone number or their mobile phone number to pupils or parents. Mobile phone communication should be used sparingly and only when deemed necessary e.g. on a school trip when mobile phone use is permissible.

- Photographs and videos of pupils should not be taken with mobile phones.

- Staff should not enter into instant messaging communications with pupils.

Links with other policies:-

- Computing Policy
- Safeguarding Policies

Adopted by School: Spring 2018

Review Date: Spring 2021