

# Holywell C of E Primary School Mobile Phone Policy

## Introduction and Aims

At Holywell C of E Primary School the welfare and well-being of our pupils is paramount. 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.

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

At Holywell, we are also aware of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

All staff are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy

This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Behaviour Policy

An agreement of trust is promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

## Personal Mobiles - Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should keep their phones in the class cupboard
- 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 e.g. in office areas, staff room, empty classrooms.

- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and place their mobile phone in the school office in case of having to receive an emergency call.
- Staff 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 ipads.
- 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 offsite activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Where parents are accompanying school visits, they should not be used to contact other parents (via calls, texts, email or social networking) during the visit or use their device to take photographs of children.

## 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. Therefore:

- Pupils are not permitted to have mobile phones in school
- Trips – there are occasions when a mobile phone (minus the SIM) can be used as a camera by pupils ie: London
- Some parents of older children who walk to school on their own, may wish for his/her child to bring a mobile phone to school to contact the parent after school:
  - the phone must be handed in, switched off, to the office first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be taken in by a member of staff and put in the school office for collection by the child's parents.

## Volunteers, Visitors, Governors and Contractors

If any of the above wish to bring their mobile into the school building, then it will be switched off and handed in to the school office.

### Parents/Carers

We ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We also allow parents to photograph school events such as shows or sports day using their mobile phones – but **insist** that parents do not

publish images (e.g. on social networking sites) that include any children **other than their own**.