

	Name of School	Sparrow Farm Infant and Nursery
	Policy review Date	February 2014
	Adopted by Governing Body	2014
	Date of next Review	February 2017
	Who reviewed this policy?	Lynette Weaver - Headteacher

Handheld Device Policy – including mobile phones

This policy sets out what is ‘acceptable’ and ‘unacceptable’ use of mobile phone and handheld devices by the whole school community (pupils, staff and visitors) while they are at School or undertaking school activities away from school.

This applies to all individuals who have access to personal and/or work-related handheld devices within the broadest context of the setting. It includes children and young people, parents and carers, practitioners, managers, volunteers, students, governors, visitors, contractors and community users. This list is not exhaustive.

It is to be recognised that it is the enhanced functions of many handheld devices that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse include the taking and distribution of indecent images, exploitation and bullying.

It must be understood that should handheld devices be misused, there will be a negative impact on an individual’s safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to children and young people, so the needs and vulnerabilities of all must be respected and protected.

Mobile phones and handheld devices can also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and other hand held devices by the school community, and thereby to protect the School’s staff and pupils from undesirable materials, filming, intimidation or harassment.

General issues

- Mobile phones brought into school are entirely at the staff member, students’ (teaching, childcare, work experience) & parents’ or visitors’ own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.
- Student mobile phones which are brought into school must be placed on silent and stored out of sight on arrival at school. They must remain on silent and out of sight whilst children are in class. Staff members may use their phones during school break times away from areas where their use is prohibited. All visitors, including parents, are requested to keep their phones on silent.

- The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided; except where it has been explicitly agreed otherwise by the headteacher. Such authorised use is to be monitored and recorded. All mobile phone use is to be open to scrutiny and the headteacher is to be able to withdraw or restrict authorisation for use at any time if it is to be deemed necessary.
- The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand held devices may be searched at any time as part of routine monitoring.
- Staff may use their phones during break times. If a staff member is expecting a personal call they may leave their phone with the school office to answer on their behalf, or seek specific permissions to use their phone at other than their break times.
- Mobile phones and personally-owned devices will not be used in any way during lessons or formal school time. They should be switched off or silent at all times.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Mobile phones and personally-owned devices are not permitted to be used in certain areas within the school site, e.g. medical room, rooms where children are changing and toilets.
- Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
- The Bluetooth function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.
- No images or videos should be taken on mobile phones or personally-owned mobile devices without the prior consent of the person or people concerned.
- Pupils are not allowed to bring mobile phones to school.

Staff use of personal devices

- Staff handheld devices, including mobile phones and personal cameras must be noted in school – name, make & model, serial number. Teachers may take home handheld devices in order to complete observational records. Teaching assistants are expected to leave the devices in school unless they have asked for and received permission from the headteacher and only for a specified date.
- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.
- Staff will use the school phone where contact with students, parents or carers is required.
- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.

- If members of staff have an educational reason to allow children to use mobile phones or a personally-owned device as part of an educational activity then it will only take place when approved by the senior leadership team.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose unless permission has been expressly given.
- If a member of staff breaches the school policy then disciplinary action may be taken.
- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting students or parents, then a school mobile phone will be provided and used. In an emergency where a staff member doesn't have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes.

Parental use of mobile phones, cameras and other handheld devices

Sparrow Farm Infant and Nursery School currently permits parents/ carers to record or photograph concerts and assemblies under the following conditions.

- Parents/ carers are not permitted to take photographs or to make a video recording for anything other than their own personal use
- Parents/ carers taking photographs or making recordings do not compromise the enjoyment of other members of the audience in any way e.g. by standing up, by blocking someone's view
- Parents/ carers taking photographs or making recordings do not compromise the safety or wellbeing of children taking part in the concert/ assembly e.g. by blocking designated fire escape routes, by setting off flashes too close to children's faces
- Parents/ carers should not take photographs or make recordings if a member of staff specifically requests them not to do so. For some children, there could be unforeseen consequences or infringe on their personal or religious beliefs.
- Parents/ carers in breach of these conditions may be asked to leave the assembly/ concert and/ or delete images where a child's safety may have been compromised