



Denewood and Unity Learning

Mobile Phone and Electronic Devices Policy

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Target audience	Staff, parents and learners



Unity Learning Centre

Mobile Phone and Electronic Devices Policy

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This policy provides clear guidance on the use of mobile phones in school by staff and learners.

Introduction

This policy provides guidance on the appropriate use of personal mobile phones by members of staff and learners. Unity Learning Centre has a clear policy on allowing learners to bring mobile phones into school/provision. It is required that learners hand their mobile phones in at the start of the day to be stored securely by provision staff and they will be returned at the end of the school day.

Some providers allow learners access to their mobile phones at break times, please see Mobile Phone Policy for individual alternative education providers.

Camera Mobile Phones

Camera mobile phones are becoming increasingly popular. A built in digital camera enables users to take high quality pictures. These can then be sent instantly to other mobile phones or e-mail addresses. They can also be posted on the internet. There is the potential for camera mobile phones to be misused in schools by staff and learners. They can become an instrument of bullying or harassment directed against learners and teachers and could be a safeguarding risk, for learners

Staff Policy

Staff use of mobile phones during their working school day should be:

- Outside of their contracted hours (unless in an emergency or during a break)
- Discreet and appropriate eg. Not in the presence of learners

Mobile phones should be switched off and left in a safe place during lesson times for teaching staff. There are lockers available in the staff room and school will not take responsibility for items that are lost or stolen.

Support staff should keep their personal mobile phones out of view i.e. in a desk drawer or handbag and not in the view of learners both to uphold the school rules and reduce the risk of theft or damage.

Staff should never contact learners or parents from their personal mobile phone, or give their mobile phone number to learners or parents. If a member of staff needs to make telephone contact with a learner, a school telephone should be used.

Staff should never send to, or accept from, colleagues or learners, texts or images that could be viewed as inappropriate.

With regard to camera mobile phones, a member of staff should never use their phone to photograph or record either audio or visual recordings of a learner(s), or allow themselves to be photographed or recorded by a learner(s). This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.

Staff should understand that failure to comply with the policy is likely to result in the enforcement of our Whistleblowing policy and associated procedures.



Unity Learning Centre

Learner Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school, Denewood and Unity Learning Centre discourages learners from bringing mobile phones to school due to the potential issues outlined above and in case of loss, theft or damage.

Where a learner on site is found by a member of staff to be using a mobile phone, the phone will be confiscated from the learner, handed to a member of the school office team who will record the name of the learner and attach to the phone. The mobile phone will be stored securely by the School Office.

Denewood and Unity Learning Centre has worked with alternative education providers to produce the Electronic Devices Procedure for learners being education off site.

If a learner is found taking photographs or video footage with a mobile phone of either other learners or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour Management Policy. If images of other learners or teachers have been taken, the phone will not be returned to the learner until the images have been removed by the learner in the presence of a senior teacher.

Denewood and Unity Learning Centre encourages parents and carers to talk to their child about the appropriate use of mobile phones, social media and apps as they can often be used to bully learners and personal content could be shared without the other parties permission.

Should learners need to make an urgent call they can request to do so to their Teacher, TA or Achievement Mentor who will endeavour to contact the desired person using a school phone.

Denewood and Unity Learning Centre understand that on occasion learners may be in distress and speaking with a family member or carer is an appropriate action to support the child and in these circumstances private space will be found for the learner to make a personal call.

Other Electronic Devices

With advances in technology there are many other electronic devices that can be used to access the internet and store electronic information such as electronic tablets and MP3 players. Any items such as these or with the ability to record either audio or visually recordings will be treated in the same way as mobiles phones for the purpose of this policy.