



Mobile Phone Policy

Revised: January 2018

Review date: January 2020

Signed: _____

Signed: _____

Chair of Governors

Headteacher

Introduction

Mobile phone technology has advanced significantly over the last few years - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer Internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording.

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

Aim

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

Scope

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes staff, volunteers, children, young people, parents/ carers, visitors and community users. This list is not exhaustive.

This policy provides clear guidance on the use of mobile phones with explicit reference to camera mobile phones in school by both staff, pupils, parents and volunteers.

Phones in School

Parents should discourage pupils from bringing mobile phones to school; however, we recognise that in Year Six mobile phones may have a part to play in securing pupils' independent personal safety before and after school and on journeys to and from school. Moreover, a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phones and other digital devices by pupils.

Our expectation is that if a pupil needs to contact his/her parents/guardians they will be allowed to use the school office phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

The school accepts no responsibility for any loss or damage whilst the device is on school premises. Mobile phones brought to school by pupils will be handed in to the school office before school and not collected until school has finished for each day.

Camera Mobile Phones

Camera 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 staff.

For Staff

For classroom based staff, mobile phones should be switched to silent and left in a safe place during lesson times and any contact time with pupils. The school cannot take responsibility for items that are lost or stolen.

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

- discreet and appropriate eg: not in the presence of pupils – using the staffroom or office to make calls is appropriate; using your phone calendar to book a meeting is appropriate; using your phone in the classroom during lesson time is not appropriate.
- In keeping with their professional responsibilities and expectations.

Staff should always avoid contacting pupils or parents from their personal mobile phone and should not give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should, wherever possible, use the school telephone in the office or a school mobile. Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should never use their phone to photograph pupils(s) or allow themselves to be photographed by pupils. There may be, on occasions such as during school trips, a desire for staff to use their phone camera to take photographs, permission must be sought before doing so from the Headteacher and these must be deleted as soon as they have been used in line with the school acceptable use policy. This guidance should be seen as a safeguard for members of staff, and staff should understand that failure to comply with the policy may result in the enforcement of the disciplinary procedure.

For Pupils

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, JWJS discourages pupils bringing mobile phones to school due to the potential issues raised above. When a child needs to bring a phone into school the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that JWJS accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds. Where a pupil is found to have infringed upon the agreement set out in this policy they may not be allowed to bring their mobile phone into school.

- On the first infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. The pupil will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident.
- On the second infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. Parent/carers will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team. The incident will be recorded.
- On the third infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school. 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. If images of

other pupils or adults 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 teacher. 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.

We ask that parents should talk to their children about the appropriate use of text messages as they can be used to bully pupils. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email. The policy supports the Behaviour, Anti bullying, Child Protection and Internet/E-safety policies.

Parent, Visitors or Volunteers In School

Parents and visitors will be asked to turn phones off when volunteering in classrooms. Parents and visitors will be asked to turn their phones to silent whilst attending assemblies and other pupil based celebration events so that there is no disruption to the school's programs.

Notwithstanding this, we accept that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events; this is acceptable, however all images taken must be used for their own personal use and not shared via social media therefore safeguarding the privacy of pupils. 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 school office and personal cameras and mobile phone cameras should not be used to take pictures of children.