

# Prospect Hill Infant and Nursery School




## Use of mobile phones, laptops and tablets in school by staff and students Contact between staff/students and pupils

Agreed By Governors: Summer Term 2017

Review Date: Summer Term 2018

Signed: .....  ..... Chair of Governors

Signed:  ..... Head Teacher

***Due regard has been given to equality  
legislation when updating this policy***

Policy available: School Server  
Head Teachers File

# This policy provides clear guidance on the use of mobile phones, laptops and tablets in school by staff and students

## Use of personal mobile phones, laptops and tablets

- 1 (a)** Personal equipment, such as mobile phones, or other photographic equipment must not be used at any time in lessons or during other contact with pupils and should be kept securely with other personal belongings.
- 1 (b)** Personal mobile phones must be kept in the staff room or behind the curtain in classrooms. If stored behind curtains, they must be switched off during teaching sessions and/or whilst children are present.
- 2 (a)** If there is a requirement for staff to take photographs of children for school purposes this must be carried out using equipment provided by the school and with the agreement of the head teacher in line with the agreed school procedures. Information and images should only be retained for as long as required in line with data protection legislation.
- 2 (b)** School electronic equipment e.g. IPADS must only be used for capturing images/recordings which relate directly to children's work e.g. Evidence, Observations  
This may only be done if parental consent has been obtained.
- 3 (a)** Staff should never contact parents from their personal mobile phone, or give their mobile phone number to parents.
- 3 (b)** If a member of staff needs to make telephone contact with a parent, a school telephone should be used.

## Contact between staff/students and pupils

- 4 (a)** It is the policy of the school that there will be no personal contact other than in certain exempted circumstances between staff and current/former pupils of school age outside the normal school work environment. This includes non-direct contact such as telephone, text messaging, email or social networking sites.
- 4 (b)** Schools staff should use their professional judgement and correspondence received by a member of staff from former pupils, the public or parents or other significant contact should be discussed with their line manager/head teacher as appropriate and filed with any response in the appropriate school records system.
- 4 (c)** Staff should be extremely cautious when using social networking sites outside of work and avoid publishing, or allowing to be published, any material, including comments or images which could damage their professional reputation, the reputation of the school, and/or bring the school into disrepute. Where staff do choose to use social networking sites it is strongly recommended that profiles should be set as 'private' and under no circumstances should staff allow access to pupils, their families and/or carers.
- 4 (d)** Staff should not give their personal details such as home/mobile phone number; home or email address to pupils and be professional at all times in accordance with the ethos of this code.

