

Millfield Primary School

Use of Mobile Telephone / Mobile Technologies Policy

Introduction

Mobile phone technology has advanced significantly 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.

(NB: In this policy where there is reference to mobile phone technology this also includes other mobile technology which have internet access and on which photographic, video and audio recordings can be made and stored).

The aim of this policy is to provide guidance on the appropriate use of personal mobile phones and other mobile technologies by members of staff, parents' pupils and visitors to our school site in order to safeguard all members of our school community

Acceptable use of mobile phones - Pupils

Pupils are generally not permitted to have mobile phones at school or on trips. There may be rare and exceptional circumstances where parents wish their child to have a mobile phone with them for reasons of personal safety relating to their journey to and from school. In these circumstances the Head Teacher should be informed of the situation and the mobile phone handed in to the school office at the beginning of the school day. The phone may then be collected by the pupil at the end of the school day.

Mobile phones brought into school without permission will be collected by staff and stored in the school office. Parents will be informed. The phone may then be collected at the end of the school day.

Acceptable use of mobile phones – All Staff (teaching and non-teaching)

- All staff must must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are circumstances (e.g. acutely sick relative) the member of staff will have made the head teacher aware of this and can have their phone in case of having to receive an emergency call.

- Use of phones must be limited to non-contact time when no children are present. Phones should be used discreetly and appropriately during non-contact time in areas away from pupils (for example – staff room)
- Phones must be kept out of sight when staff are with children.
- Calls / texts must be made/ received in private during non-contact time.

Staff and volunteers are not permitted in any circumstances to use their own personal phones or other mobile technologies for taking, recording or sharing images.

Parents & other visitors:

- We request that parents / visitors do not use mobile phones in the school building or grounds.
- Should phone calls or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others.
- Under no circumstances is any individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device in to the setting must ensure that it contains no inappropriate or illegal content.
- In the case of special occasions such as a concert or nativity, there will be clear guidance for parents as to what is acceptable use of mobile telephone / mobile technology photographic equipment.

We very much appreciate our parents' support in implementing this policy in order to keep their children / our pupils safe.

Mr S. Kelly – October 2017

This policy will be reviewed every year.

Reviewed: October 2018

Date of next review: October 2019