Menston Primary School

MOBILE PHONE AND MOBILE DEVICE POLICY

Menston Primary School
Menston
West Yorkshire
LS29 6LF

Tel: 01943 873180
E-mail: office@menstonprimary.co.uk
Web site: www.menstonprimary.co.uk

Approved by the SLT: November 2017
Date to be reviewed by the SLT: November 2019
All staff to be updated following the policy review

Use of Mobile Phone/ Mobile Device Policy
This policy outlines the appropriate use of mobile phones on our school site. This policy links to other school policies including (but not exclusively):

- Staff ICT and Communications Policy
- Child Protection Policy
- Social Networking Policy
- E-safeguarding Policy
- Safeguarding Policy
- Health & Safety Policy
- Code of Conduct
- Home School Agreement

Rationale
The staff and Governors of Menston Primary School recognise that many pupils own a mobile phone and that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.
We also accept that most adults entering the school site own a mobile phone.
The school is prepared to allow mobile phones on the premises within the parameters of the policy as stated below.

Aims
To inform all members of our school community about the appropriate use of mobile phones and mobile devices at our school. To outline the procedures and processes of this policy.

Staff use of mobile phones
This applies to all staff, visitors, volunteers, supply teachers, extra-curriculum service providers and students.
All staff will ensure that personal mobile phones are stored away from sight throughout contact time with children. During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on ‘silent' or ‘discreet' mode.

Except in urgent or exceptional situations, personal mobile phone use is not permitted during contact time with children. Staff may use mobile phones during their non-contact time as long as they are in a private area and children are not present. In exceptional circumstances staff may need to have their mobile phones switched on during contact time with children. In these circumstances, written permission must be sought from the Headteacher or Deputy (see Appendix 1).

The school has two mobile phones which staff can sign out to take on educational visits. These phones can be used solely to maintain contact with school and other personnel involved in the educational visit. Staff must sign these phones out from the school office and ensure that they are returned at the end of the visit. All teachers have access to school cameras which can be used both in school and on educational visits.

Mobile devices
All teachers and HLTAs have Windows tablets on which they can take photographs for use in school. All mobile devices are encrypted and photographs are saved onto the school system for use only in school and on the school website. Staff delete photographs from school mobile devices once they have been saved onto the school system.
All Foundation staff have a school mobile device (Windows tablet/ iPad or iPod) to record evidence of progress, achievements, and activities. These belong to the school and are allocated to the staff team with appropriate encryption in place. The intention is that staff use

these devices to ensure that online Learning Journey of each child's development can be recorded over time. The school uses the Tapestry programme as the online Learning Journey and photographs are deleted or downloaded onto the school system once they have been uploaded onto Tapestry**.**

Contractors

We acknowledge that it is sometimes necessary for contractors to carry out their duties during the school day. We request that all contractors adhere to this policy and only use mobile phones to make telephone calls in areas where children are not present. Contractors may not take any photographs in school using personal mobile devices. If they need to take photographs related to their work, they must inform the site manager or business manager of the nature of these photographs. These photographs must never include pupils unless by specific written agreement with the Headteacher or Deputy.

Pupils

In general, pupils should not bring valuable items to school, as they can be easily lost or stolen. If pupils bring a mobile phone onto the school grounds during the school day, the phone should be switched off in school and handed in to the class teacher who will keep it in an appropriate place. The phone can be retrieved at the end of the day. Mobile phones are brought to school entirely at the owner's risk and school will accept no responsibility for replacing lost, stolen or damaged phones. If pupils do bring their mobile phone to school it should be clearly marked with their name.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and we ask that we are kept informed of any changes to contact details. Pupils should never be required to contact their parents during the school day or on visits from their personal phones.

Parents/ Carers

Whilst on the school premises, parents are permitted to use their camera phones to take images of their own child/ren on special events such as sports days /sports events/school performances. At these events verbal permission will be given along with a safeguarding reminder which will request that families do not to share images publicly through social media etc., especially where photographs may include other children.

Parents who volunteer in school must adhere to the guidance in the staff paragraph above.

Inappropriate Use

Generally, a mobile phone will be seen to be used inappropriately if it disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or threatens or is likely to threaten the safety or wellbeing of any person; or is in breach of any law. Inappropriate use of mobile phones will include using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone either in or outside school.

Sanctions

For pupils who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to pupil or parent at the end of the day).
- Communication with parents/guardians regarding mobile phone use at school.

- A pupil being banned from bringing a mobile phone onto the school grounds.

For staff who fail to follow these guidelines, sanctions will be applied in line with the school's Disciplinary Policy.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police if this occurs.

Related Technology
The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of all mobile devices including Windows tablets, iPods, iPads and similar devices.

Exemptions
Exemptions from aspects of this policy can only be approved by the Headteacher or Deputy and a written record will be kept where an exemption has been granted.

School visits: As well as the two school mobile phones, it will be normal practice for staff and volunteers to take personal mobile phones on off-site visits. This is to enable contact between group leaders and to ensure that any adult could call for emergency services should the need arise.
As long as the principles of this policy are adhered to in terms of appropriate and acceptable use, there will be no requirement for an exemption agreement to be completed for school visits.

Appendix 1

Written agreement for the short term exemption of the full terms of the Mobile Phone and Mobile Device Policy

Request made by ……

Reason for request for exemption/ Details of exemption request …….....

……..

……

Time scale for exemption request ……

……

Permission for exemption granted by ……..

Signed …… Date…….. (person making request)

Signed …… Date…….. (Headteacher/ Deputy)