

Mobile Phone Policy - Ashmead Primary School

Aim

The aim of this policy is to ensure safe and appropriate practice regarding the use of mobile phones at our school. This is to be achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can help keep children safe.

Scope

This policy applies to all individuals who have access to mobile phones at work. This includes practitioners, volunteers, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

Personal mobiles

Practitioners are permitted to have their mobile phones about their person. However, there is a clear expectation that all personal use is limited to allocated breaks or when children are not present (e.g. before and after school in the case of class teachers).

The use of mobile phones for putting content on the school blog does **not** count as personal use (but, where possible, photos and videos should be taken with the school's iPod Touches). Images taken of children, e.g. for the purpose of blogging, must be deleted from the phone within 24 hours.

Other than in exceptional circumstances, (which should, if at all possible, be agreed in advance with the headteacher) calls and texts must not be taken or made during lesson time.

Members of staff should avoid using their own personal phones for contacting parents and carers within or outside of the setting wherever possible. Contacting children directly would not be appropriate either by phone or by text except in negotiated exceptional circumstances. Staff have the responsibility to keep communications professional at all times – this includes text messages. It would not be appropriate for parents' or children's 'phone numbers to be stored on staff mobiles.

Parents, visitors and contractors are not allowed to use their mobile phones in a way that disrupts children's learning nor to take photos or videos apart from during assemblies and shows where this is accepted practice.

Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

Children who bring mobile phones to school must hand them into the office or their class teacher for safekeeping during the school day. Only children in Years 5 or 6 should need to have a mobile phone for their journey to and from school. The school can bear no liability for loss or damage to phones. A basic phone is the safest sort of phone for children to have – it is less likely to be targeted by thieves and the battery lasts for days.

Mobile phones are not allowed to be used at all in changing areas – (classrooms whilst children are changing for activities) or children's toilets.

Staff should be aware that failure to comply with this policy could lead to disciplinary action.

Work mobile

The use of a designated work mobile is promoted as it is an essential part of the emergency toolkit which is taken on off-site trips.

Driving

If any practitioner is required to drive in a working capacity, and has responsibility for the work mobile, the phone must not be used whilst driving. Where 'hands free' talking is available this must only be used in emergency circumstances.

Agreed: June 2017

Review date: June 2019