



St Eugene's Primary School

Mobile Phone Policy

Signed: _____ Dated: _____
(Chairperson of the Board of Governors)

Signed: _____ Dated: _____

(Principal)

Mobile Phone Policy

Introduction and Aims

This policy on the use of mobile phones in school has been drawn up in the best interests of pupil safety and staff professionalism. At St Eugene's Primary School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

We are all now aware that mobile phones and Smart phones are now a feature of modern society and an increasing number of our pupils and staff own one. This increasing sophistication of mobile technology presents a number of difficult management/safety issues for schools, namely:

- The high value of many phones/smartphones
- The integration of cameras into phones leading to potential child protection and data protection issues
- The capacity to surf the internet without school filtering systems
- The potential to mis-use of the phone in other ways during the school day, e.g. recording video, texting etc.

However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Pastoral Care policy
- Child Protection and Safeguarding policy
- Anti-Bullying policy
- E Safety policy

Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse
- know how to minimise risk
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- understand the need for professional boundaries and clear guidance regarding acceptable use
- are responsible for self-moderation of their own behaviours
- are aware of the importance of reporting concerns promptly

Personal Mobiles - Staff

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Principal aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should report any usage of mobile devices that causes them concern to the Principal.

Mobile Phones for Work Related Purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles – Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips.
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day to the parent/guardian/carer.
- Where mobile phones are used in or out of school to bully or intimidate others, then the Principal does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' – also refer to Anti-Bullying policy.

Emergencies

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

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via email and via the school office on request.