



Policy: Mobile Phone Policy

Introduction

Mobile phone technology has advanced significantly over the last few years - 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. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

Aim

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

Policy

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all. It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way. Designated 'mobile free' areas are situated within the setting are:

- Changing areas – (classrooms whilst children are changing for activities)
- Toilets

A zero-tolerance policy is in place with regards to the use of personal or work-related mobiles by any individual in these areas.

Code of conduct

- If a pupil brings a mobile phone to school it must be handed to a member of staff for safe-keeping until the end of the school day (phones can also be handed to the school office)
- If a pupil breaches these rules, the phone will be confiscated and handed in to the school office. It will be returned the following day after a meeting with the child's parent/carer.
- Staff mobile phones must be on silent mode and kept out of view during the school day. however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks.
- Staff should not use their mobiles to take photos or videos of the children. If, their school camera does not work, staff are permitted to use their mobiles to record the children but must load their work onto the school system and wipe it from their mobile as soon as possible.

This policy should be read in conjunction with the school's other policies, in particular, the Pupil Discipline Policy and Social Media Policy.



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Emergencies

If a pupil needs to contact his/her parents/carers they will be allowed to use a school 'phone. If parents need to contact children urgently they should phone the school office

Responsibility for mobile phones

The school accepts no responsibility for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of staff, parents and pupils to ensure mobile phones are properly insured.