

DUNSTONE PRIMARY SCHOOL

MOBILE PHONE POLICY

Mobile Phone Policy Introduction and Aims

At Dunstone 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. This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos

An agreement of trust is promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

Personal Mobiles - Staff

- 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 locked in their staff locker in the staffroom 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.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and place their mobile phone in the school office 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 Headteacher.

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:

- The school mobile should always be used.
- Should the school mobile not be available, then this should be added to the risk assessment and the Headteacher should be informed of any alternative mobile device.
- Any personal phones taken on a school trip should be declared to the school office and be used for contact purposes only.

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

- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - o the parent must discuss the issue first with their child and sign the school mobile phone agreement.
 - o the phone must be handed in, switched off, to the office first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be kept in the office and the parent contacted.

Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher 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' - refer to Anti-Bullying Policy.

Volunteers, Visitors, Governors and Contractors

All Volunteers will be asked to keep their personal devices in a locker in the office. Visitors, Governors and Contractors are expected to turn off their mobile devices.

Parents

We 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. Please refer to *Guidance on the Use of Photographic Images and Videos of Children in Schools*.