



## Mobile Phone Policy

### Introduction and Aims

At Kingston St Mary C of E 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. It aims to establish clear and robust acceptable mobile use guidelines which balance protection against potential misuse with the recognition that mobile phones are effective communication tools.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However as it is difficult to detect specific usage, this policy refers to **ALL** mobile communication devices.

### 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 on silent or switched off and out of sight (e.g. in a drawer, handbag) 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 advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. awaiting news on an acutely sick relative), then staff should make the Headteacher aware of this and they can have their phone available in case of having to receive an emergency call.
- Staff are not 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.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher or to the Chair of Governors if the concern is regarding the Headteacher.

### Mobile Phones for work related purposes

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

- Use of mobile devices on these occasions, is appropriate and professional.
- Except during whole school and residential trips, mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- During whole school and residential trips (during the night), in the event of an emergency, the Headteacher or lead teacher may use their mobile device to contact individual parents directly using their mobile phone.
- During whole school trips, the Headteacher may use her mobile phone to contact Parent Reps through What's App to relay important information in relation to possible delays in the return time.
- 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: children are only permitted to bring a mobile phone to school with prior consent of the head teacher.

- The phone must be switched off and handed in to the teacher 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). The phone must not be switched on whilst the child is still on the school site.
- Mobile phones brought to school without permission will be confiscated and returned to the responsible adult collecting the child at the end of the day.

### **Smart Watches**

We are aware some Smart Watches include a camera function. As we will not be able to fully monitor the use of this function by children, they are not permitted to wear Smart Watches which include a camera to school.

### **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 allow parents to photograph or video school events such as shows or sports day using their mobile phones – but request that parents do not publish images on social networking sites that include any children other than their own.