



PRIDE IN EXCELLENCE

MOBILE DEVICE POLICY

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Version
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MOBILE DEVICE POLICY

Introduction and Aims

At Purley Oaks Primary School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone and Devices Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and acceptable user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. Note: this policy refers to ALL mobile communication devices.

Scope

This policy applies to all individuals who have access to personal mobile phones within the school. This includes: staff, volunteers, governors, children, young people, parents, carers, visitors and contractors; this list is not exhaustive.

Our aim is 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

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

Personal Mobiles – Pupils

We understand that mobile phones are part of everyday life and 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 also provide a means of bullying or intimidating others if used inappropriately. Year 5 and 6 pupils may begin to walk to or from school on their own and for safety reasons, parents/carers may want their child to carry a mobile phone. For this purpose, older pupils (Year 5 and 6 only) are allowed to bring a mobile phone into school at the discretion of their parents/carers. If children from any other year group bring a mobile phone into school, it will be confiscated and must be collected by their parents or carers.

It is the responsibility of the pupil to ensure the phone is kept safe and the school cannot be held responsible if a phone is lost or stolen. It is not advisable for pupils to bring expensive mobile phones into school. Parents/carers who wish for their child to bring a mobile phone into school, are requested to complete the school's Mobile Phone Protocol (at the end of this policy) with their child and return it to their child's class teacher. There will be consequences for the misuse of mobile phones in line with the school's Safeguarding and Behaviour policies.

The protocol for use of mobile phone is as follows:

- Mobile phones may be used on the way to and from school, but must be switched off on arrival and not switched back on to make calls, send texts or access the internet until pupils leave the premises.
- Pupils must turn off their phones (**not turn them to silent**) and hand them in to their class teacher. Phones should be collected from the class teacher at the end of the day. Phones must not be kept in the children's own possession – such as in coat pockets, bags or trays.
- Pupils are not to use their phones at any point during the day (8.30am - 3.00pm) including making or receiving calls, sending text messages, accessing the internet, taking photos etc. In a genuine emergency, pupils can be contacted through the school office.
- Pupils must not take photographs of pupils or staff on site as this is a safeguarding matter. When off-site it is important to remember that whilst in school uniform pupils are still representing the school and must act appropriately. Posting images and videos on social media sites whilst wearing school uniform poses a serious safeguarding threat.
- Pupils must not share images or phone numbers of their peers on social media sites such as WhatsApp, Snapchat and Facebook. There is an age limit for these sites of 13 years to safeguard younger children.
- Pupils must not add children to groups on social media without parent or carer consent.
- Phones brought into school without the signed protocol, or use of a phone which is in breach of the protocol will result in the phone being confiscated by a member of staff and put into the school safe for collection by the child's parents/carers.
- If a pupil is found taking photographs or video footage on site with a mobile phone of other pupils or teachers it will be regarded as a serious offence and disciplinary action will be taken. This may result in loss of privilege, red card detention and/or exclusion. The device will be confiscated and held for the parent or carer to collect.

Other electrical equipment, such as iPads, iPods, MP3 players, cameras and smart watches, are not allowed in school. These will also be confiscated by members of staff to be collected by parents or carers. If parents or carers need to contact their child, they should telephone the school office on: 020 8688 4268.

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, cupboard or handbag) during class time.
- Mobile phones should not be used in any space where children are present (e.g. classroom, playground).
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in the staff room or empty classrooms.
- It is also advised that staff security protect access to functions on their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), staff should make the Headteacher aware so they can keep their phone with them to receive an emergency call.
- Staff are not at any time permitted to take photographs or record school images on their mobile phones, for example: photographing or recording children performing.
- 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 during offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Where parents/carers are accompanying school visits, they are informed not to make contact with other parents/carers (via calls, text, email or social networking) during the visit or use their phone to take photographs of children.

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 and Carers

While we would prefer parents and carers not to use their mobile phones within the school, we recognise that this would be impossible to regulate and many parents/carers see their phones as an essential means of communication. We therefore ask that your use of mobile phones with the school is courteous and appropriate to the school environment (including not using a mobile phone or texting whilst talking to school staff). We allow parents and carers 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.

Dissemination

The mobile phone policy will be shared with staff, governors and volunteers as part of their induction. It will also be available to parents/carers via the school office and website.

Year 5 and 6 Mobile Phone Protocol

To be completed by all parents/carers of children who bring a mobile phone into school.

The protocol for use of mobile phone is as follows:

1. Mobile phones may be used on the way to school and on the way home from school, but must be switched off on arrival to school and not switched back on to make calls, send texts or access the internet until pupils leave the premises at the end of the day.
2. Pupils must turn off their phones (not turn them to silent) and hand them into their class teacher when they arrive at school to be locked away. Phones should be collected from their teacher at the end of the day. Phones must not be kept in the children's own possession – such as in coat pockets, bags or trays.
3. Pupils are not to use their phones at any point during the school day (8.40am - 3.05pm) including making or receiving calls, sending text messages, accessing the internet, taking photos etc. In a genuine emergency, pupils can be contacted through the school office.

I understand that Purley Oaks Primary School will not be liable for any loss or damage to the mobile phone.

Child's Name: _____

Class: _____

Signed: _____ (Parent/carer)

Signed: _____ (Child)

Date: _____