



Mobile Phone Policy

Agreed at Safeguarding Meeting

Date: March 2014

Review Due:

Date: March 2016

Mobile Phone Policy

Our Mission Statement

Our vision at Wroxton Church of England Primary School is to inspire all our children to achieve their full potential; fostering a sense of hope, aspiration and respect within a nurturing environment, inclusive of home, school, the community and the church, where learning is celebrated in all its forms.

Rationale

The policy defines and describes the acceptable use of ICT (Information and Communications Technology) and mobile phones for all members of the school community.

The phrase 'mobile phone' in this policy should be taken as referring to mobiles phones and all electronic devices.

The school does not take responsibility for loss or damage to mobile phones.

School Responsibilities

The Governing Body is responsible for ensuring that its employees act in a lawful manner; making appropriate use of school technologies for approved purposes only.

The Governing Body is responsible for adopting relevant policies and the Head Teacher for ensuring that all staff are aware of their contents.

The Head Teacher is responsible for maintaining an inventory of ICT equipment and a list of school laptops and mobile phones and to whom they have been issued.

If the Head Teacher has reason to believe that any ICT equipment has been misused, she will consult the Area Personnel Officer or Local Safeguarding Officer for advice without delay. Local Authority HR Officers will agree with the Head Teacher and Local Safeguarding Board for an appropriate strategy for the investigation of the allegations. Incidents will be investigated in a timely manner in accordance with agreed procedures.

The Head Teacher will make it clear that internal school staff should not carry out any investigations unless they are both qualified and authorised to do so.

User Responsibilities

Staff found to be in breach of this policy may be disciplined in accordance with Local Authority disciplinary procedures. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment. Users must report all suspected breaches of this policy to the Head Teacher.

Users and their Line Managers are responsible for ensuring that adequate induction, training and support is undertaken to implement this policy.

By logging on to ICT systems, users agree to abide by this Acceptable Use policy and other policies that relate to the use of ICT.

Safeguarding

- Photographs are a valuable tool for recording and assessing children's activities and achievements in Wroxton CE (A) Primary School.
- The admission process requires parents/carers to sign a 'Permission Letter' which gives consent for photographs to be taken of their child whilst a pupil in Wroxton CE (A) Primary school.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground at anytime). Phones may be used in the staffroom only at lunchtimes if necessary.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- Photographs will only be taken with digital or Polaroid cameras, **never with camera phones/mobile phones**. These should be school cameras unless otherwise authorised in advance. Photos should be saved to a media card and removed once saved on a school device.
- Photographs may be printed and included in a child's Learning Journal folder, or displayed within the school or school displays or when advertising the school. Parents/carers may see their child's Learning Journal at any time. Photographs will normally be stored on the schools computers. All computers will be password protected and can be inspected at anytime, without notice by the Head Teacher and another witness.

Children and Mobiles

The following rules apply for the use of personal mobile phones:

- Parents will be contacted if any child is found with a mobile phone during school time.
- Children are **not** permitted to bring mobile phones to school. Any phone found will be confiscated and will be returned to a responsible adult at the end of the day.

Staff and Mobiles

- The school accepts that employees will bring their phones to work.
- Staff mobiles must be kept switched **off** at all times when in classrooms or on the playground or any other space used by children. Phones must not be handled or answered during lessons or staff meetings. Staff should not leave the classroom during lessons to use or check their mobile phones. Mobiles kept in classrooms must be stored appropriately in a bag, cupboard or draw and should not be checked during lesson times. Mobile phones may only be used during lunch break in the staff room.

- Any member of staff found using a mobile phone without permission will be subject to disciplinary action by the Governing Body.
- In the event that an employee has a particular reason for a specified period of time, they may request, via the Head Teacher, that they leave their phone on during working hours. In these cases phones will need to be left in the office and notification will be given to staff. However, in an emergency all staff should ensure that they have given the school phone number as point of contact.
- Photographs will only be taken of children during normal school activities. Cameras will never be taken into the toilets/changing areas. A child will never be photographed when they are changing clothes for an activity e.g. PE in school time.
- Only members of Wroxton CE (A) Primary School staff who have an Enhanced CRB disclosure are permitted to take photographs within the school. Visitors are not permitted to take photographs during sessions unless instructed to do so by the parents/carers or school staff. Press photographers may take photographs of a public activity. If parents/carers do not wish their child to be included in such photographs, it is their responsibility to inform the Head Teacher.
- Staff must not to give their home telephone number or their mobile phone number to pupils or parents. Mobile phone communication should be used sparingly and only when deemed necessary.
- Photographs and videos of pupils should not be taken with mobile phones.
- Staff should not enter into instant messaging or social media communications with pupils or parents.

Links with other policies:-

- Safeguarding Policy

Review

There will be a bi annual review of this policy by the Safeguarding Governor.

Signed..... Safeguarding Governor

Date.....

Signed..... Head Teacher

Date.....

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Please sign below to indicate that you have read and understood the policy.

Name	Date	Signature