

Mobile Phone Policy

Wyborne Primary and Nursery School

April 2023

Introduction and Aims

At Wyborne Primary and Nursery 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 possible 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 disruptions 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. We recognise that in Years 5 and 6, mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Our expectation is that in all other year groups pupils will be collected by an adult or other responsible person. Under no circumstances will pupils be allowed to take mobile phones on school excursions.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing Policy and associated procedures. This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Whistleblowing Policy
- E-Safety Policy
- Acceptable use of the internet

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 or pocket) during class time. This includes office staff while at work.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground, hall).
- Use of phones (including sending/receiving texts and emails) should be limited to noncontact time when no children are present e.g. in office

areas, staffroom, empty classrooms. This includes office based staff who should only be using phones during breaks.

- Staff must security protect access to functions of their phone to prevent other pupils or other staff members using it (see Security of staff mobile devices)
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
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- Staff are permitted to use their personal mobile devices to record images and videos for the purpose of sharing them using official school apps. Images and videos should only be retained as long as it is required to upload them to official school apps, after which they should be permanently deleted from the staff members device (and any other locations should the device automatically back recordings up)
- It is not permitted for staff to record images and videos unless another member of staff is present
- Staff should report any uses of mobile devices that causes them concern to the Headteacher.

Access to school IT services - Staff

School staff are permitted to connect to or access the following school IT services from their mobile devices:

- the school email system (where appropriate encryption technologies have been deployed);
- the school virtual learning environment (Office 365 apps including OneDrive and Teams);
- Official School apps (Weduc)

Staff may use the systems listed above to view school information via their mobile devices, including information about pupils. Staff must not store the information on their devices, or on cloud servers linked to their mobile devices. In some cases it may be necessary for staff to download school information to their mobile devices in order to view it (for example, to view an email attachment). Staff must delete this information from their devices as soon as they have finished viewing it. Where personal or sensitive data is used in this way devices or files **MUST** be encrypted.

Staff must only use the IT services listed above (and any information accessed through them) for work purposes. School information accessed through these services is confidential, in particular information about pupils. Staff must take all reasonable measures to prevent unauthorised access to it. Any unauthorised access to or distribution of confidential information should be reported to the School Business Manager or Headteacher as soon as possible in line with the school's data protection policies.

Staff must not send school information to their personal email accounts.

Security of staff mobile devices

Staff must take all sensible measures to prevent unauthorised access to their mobile devices, including but not limited to the use of a PIN, pattern or password to be entered to unlock the device, and ensuring that the device auto-locks if inactive for a period of time.

Staff must never attempt to bypass any security controls in school systems or others' own devices.

Staff are reminded to familiarise themselves with the school's e-safety and acceptable use of IT policies which set out in further detail the measures needed to ensure responsible behaviour online.

Staff must ensure that all available app and security updates are installed on their devices.

Personal Mobiles – Pupils

Parents of children in Years 5 and 6 will need to complete the permission form which can be found on Weduc. With consideration to this, it is made clear to parents that where they have given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises. Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports). The phone must be put in the class box which will be taken to the office to be stored for the day. Boxes will be collected from the office at the end of the day. Under no circumstances should there be access to phones during the school day nor should phones be left in pupils' bags or coats. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they may no longer be able to bring a phone into school.

Inappropriate use of a Mobile Phone

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or staff, this will be regarded as a serious offence and a member of the Senior Leadership Team should be involved from the outset. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been deleted. The parent/guardian will be contacted by a member of the SLT. In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence. Accurate records of any incidents should be given to the Behaviour Manager to be logged in an appropriate file.

Parents, 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. Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is a public event such as Sports Day or Summer Fair and of their own children – but we insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.. Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staffroom. Personal cameras and mobile phone cameras should not be used to take pictures of children including when accompanying a school trip.

Dissemination

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

The Mobile Phone Parental Consent Form can be found under the forms section on Weduc.