

# **Imperial Avenue Infant School**

## **Guidance on the use of Mobile Devices**

### **Introduction**

This policy on the use of mobile phones and other mobile devices in school whilst working with children has been drawn up in the best interests of pupil safety and staff professionalism. Your mobile phone is your responsibility. The school does not accept liability for any loss or damage to your mobile phone whilst on school property or business.

### **Use of mobile phones**

#### **Pupils:**

- Pupils are not permitted to have mobile phones at school or on visits
- If a child brings a mobile phone in to school it will be handed into the main office for safe keeping until the end of the day when it can then be collected by the parent/carer

#### **Staff (including volunteers & work experience students):**

- Staff must have their mobile phones on 'silent' or switched off during contracted working hours. The only other exception to this is on off site visits where mobile phones represent a good means of communication. This excludes the senior leadership team and premises officer who may use their mobile phones in part of their role
- Staff may not make or receive calls during teaching/working time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the Head teacher aware of this and can have their phone in case of having to receive an emergency call. All other non-emergency calls to staff must be made through the school's main telephone line
- Use of mobile phones must be limited to non-contact time/break time. Any calls/texts must be made/received in private during non-contact time/break time. Staff will not use a mobile phone in a space where children are present
- Use of mobile phones in the staffroom should be restricted wherever possible to protect the relaxing atmosphere. Please leave the staffroom if you need to make/receive a call
- Mobile phones must be kept out of sight (e.g. drawer, handbag, pocket, bag) when staff are with children
- Staff should be mindful that photographs and videos taken of colleagues during working hours must not be shared without permission of all those concerned and the head teacher
- Staff must never contact a pupil or parent/carer using their personal device
- Staff bringing personal mobile phones into school must ensure there is no inappropriate or illegal content on the device
- Staff should not use personal mobile phones to take photographs/videos of children

#### **Parents & other visitors:**

- Mobile phones must not be used in the school building
- Mobile phones must never be used to take photographs in the school building or grounds
- Mobile phones must never be used to record images in the school building or grounds