

Mobile Device Policy

Ermine Street Church Academy

First approved by Governors	15th November 2017
Policy to be reviewed every 2 years	
Reviewed by Governors	15th May 2019
	10th March 2021
Reviewed by Governors	18th October 2023

Introduction

This policy sets out the expectations of staff, governors, visitors, parents and children in terms of their use of mobile devices, including mobile phones, whilst present on the school site.

Staff, Governors, Self-Employed, Volunteers and Contractors

The above named groups of people will hereon be referred to as 'school adults'.

School adults are not permitted to use their personal mobile devices during contact time with children. If a school adult is awaiting an emergency call during contact time, this should be directed through the school office or the school adult's mobile device should be held by office staff who will alert the member of staff at their next break if there has been a call (office staff will not answer personal mobile phones).

School adults should have their phones on silent or switched off during contact time. They should be securely stored in a locker or cupboard.

Mobile devices should not be used in a space where children are present (eg. classroom, playground). Use of mobile devices (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, PPA room, meeting rooms and empty classrooms.

Legitimate recordings and photographs should only be captured using school equipment such as cameras and ipads, irrespective of when and where this takes place. We recognise that contractors may need to use a mobile devices to take images of aspects of the school building. This is only permitted when there are **no** children present in the area. In addition, the contractor must be accompanied by a member of staff if on site between 7.30am and 6pm.

For rules on related topics such as social media please refer to the 'Code of Conduct Policy'.

Children

Children who walk to and from school alone (i.e. those who have permission and are in Year 5 or Year 6) are permitted to bring mobile phones to school. These are for use on the way to and from school. They must be switched off and put away when the child enters the school site (playground).

Upon entering the school building, children must hand in their mobile phone. All such phones will be signed in and out by the child and stored in the school office during the day.

Occasionally, children will be permitted by a member of staff to bring in items such as I pads. Reasons for doing so could include reading an ebook or sharing a piece of homework that cannot be sent in via e-mail or online platform. On such occasions, the device will be handed in and stored in the same way as mobile phones. These devices will not be allowed access to the school's wifi or network.

The school takes no responsibility for any damage which occurs while a device is in the child's care or in school.

Parents

Whilst within the school building, parents are permitted to use a mobile device to take photographs of organised events. Before doing so, they must sign the event register and agree to the photograph permission statement - *Ermine Street Church Academy is committed to safeguarding and promoting the welfare of children and expects all visitors to share this commitment. In line with this commitment, we ask that any images you take are for family use only and will not be placed on social media or published in any other public forum. The only exception is if the photograph contains your child and no other.*

Whilst within the school building mobile devices should not be used for any other purposes, e.g. taking calls.

While on the school site but outside the school building, parents are encouraged to not use their mobile devices. However, we appreciate that they are an essential means of communication and are used for diaries and other everyday purposes. Therefore, we ask that parents' usage of mobile devices is **courteous** and **appropriate** to the school environment. At no time should photographs be taken.