

MOBILE DEVICES POLICY



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MISSION STATEMENT

Learn and love together in God's Family

Aims

Using Jesus' example we aim to give our children '*the roots grow and the wings to fly*'

MOBILE DEVICES POLICY FOR GREAT MARSDEN ST. JOHN'S PRIMARY – A Church of England Academy

This policy refers to all electronic mobile devices including devices, tablets, gaming devices etc.

Preventing misuse by staff and children of mobile devices in academy

Key Points:

- Mobile devices can be misused by both staff and pupils
- They can become an instrument of bullying or harassment directed against pupils and teachers

1. Introduction

- Our academy has a clear policy about pupils bringing mobile devices into the academy. This is permitted but with safeguarding due diligence in mind.
- This policy makes explicit reference to mobile devices with camera and videoing facilities. .
- This policy provides guidance on the appropriate use of personal mobile devices by members of staff, including the potential consequences of misuse.
- This should be viewed in conjunction with the Internet Safety Policy.

2. Key points included in the policy

- Staff use of mobile devices during the academy day should be limited – see Internet Safety Policy
- Mobile devices should be switched off or turned to silent and left in a safe place during lesson times. – see Internet Safety Policy
- Staff should only make use mobile devices in designated areas. The designated area is the staff room. – see Internet Safety Policy
- Staff should not send and receive texts in classrooms or use camera devices at any time. – see Internet Safety Policy
- For safeguarding reasons, mobile devices must not be taken out in classrooms or any other areas where children are.
- Staff should never contact students from their personal mobile phone, or give their mobile phone number to students. If a member of staff needs to make telephone contact with a parent, an academy telephone should be used.

- If a child is a family member or close family friend then it is advisable to notify the Head teacher that their number is stored on a personal phone.
- Staff should never store parents or pupil's telephone numbers on their mobile phone, as this allows the possibility of inappropriate contact – see clarification above.
- Staff should never send to, or accept from anyone, texts or images that could be viewed as inappropriate. – see Internet Safety Policy
- Staff must give the academy number (01282 615055) as their emergency contact phone number during their working hours to anyone who is likely to need to contact them in emergency or with an urgent message.
- If staff are out on an academy trip the academy mobile should be taken. When going to church Miss Wintersgill will carry the academy mobile. However, common sense would prevail and if the situation demanded it a personal mobile phone could be used to make contact with academy or in extreme cases a parent. As previously mentioned parental numbers should not be stored.

3. Camera technologies

- There is the potential for camera mobile devices to be misused in academies. They can become an instrument of bullying or harassment directed against pupils and teachers.
- With regard to camera mobile devices, a member of staff should never use their own phone to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

4. Pupil's Mobile Devices.

As a general rule children should not have mobile devices in academy. However, it is recognised that some older children, Years 5 and 6 only, may be provided with a mobile phone by parents because they walk to and from academy without an adult. In such circumstances the child must give the mobile phone to their class teacher on arrival to academy for safe keeping until the end of the day when the mobile phone will be returned to them. Mobile devices must not be left in cloakrooms.

5. Visitors to our Academy – including contractors.

- This Mobile Devices policy will be shared with all visitors/contractors as part of their initial induction.
- Mobile devices should be kept secure and not used within the academy building between the hours of 8.45am – 3.30pm. – see Internet Safety Policy
- If a call needs to be made or taken this should be done either in the staffroom, outside or ask a member of the SLT or Office staff to provide a secure space where that call can be made.
- It would be acceptable to take or make calls in the presence of a member of staff – but no children should be present.
- Camera technology has the potential to threaten the Internet Safety of both children and adults – therefore should not be used in or around academy without the approval of a

member of the SLT. For example the Building Officer may take photos of parts of the building for repair etc.

- In the case of parents/carers who may be in academy for performances, worship, sports days etc. they will be informed that photos and videos may not be taken and they will be addressed by a member a staff should they fail to comply. They will also be politely asked to turn their devices to silent or off.

6. Consequences of contravening this policy

Contractors/visitors who fail to comply may be asked to leave the building, their employer informed and matters referred to the police if deemed sufficiently severe.

Staff should understand that failure to comply with the policy is likely to result in disciplinary action or, in certain circumstances, a child protection allegation. The latter might involve suspension from work pending a Police investigation. Any offence of this nature involving a student is likely to be viewed as a serious disciplinary offence up to and including dismissal. See Internet Safety Policy for full details.

Pupils who fail to comply will be dealt with in line with our Behaviour Policy.

7. Loss or damage.

The loss or damage of any mobile phone brought on to school premises is the responsibility of the owner. School cannot be held responsible for such expensive pieces of personal equipment. Owners bring them on to school premises at their own risk.

8. Searching and Deletion Policy.

The above policy states that authorised persons at our academy have the right to examine data on electronic devices if they think there is a good reason to do so. This would be the Head Teacher or Deputy Head assisted by Technical Staff if required. In determining a 'good reason' to examine or erase the data or files the authorised staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or could break the academy rules. See full policy for details.

This policy was written Oct 2015

Reviewed and revised January 2017

Next review date January 2019