

Use of Personal Devices & Mobile Phones Policy

**Reviewed on: November 2018
To be reviewed: November 2020**

**St George's CEP School
Wrotham
Kent**



Ratification by the Full Governing Body on 6th December 2018

Use of Personal Devices and Mobile Phones

Rationale regarding personal devices and mobile phones

- The widespread ownership of mobile phones and a range of other personal devices among children, young people and adults will require all members **St. George's (VC) CEP School's** community to take steps to ensure that mobile phones and personal devices are used responsibly.
- **St. George's (VC) CEP School** recognises that personal communication through mobile technologies is an accepted part of everyday life for children, staff and parents/carers but requires that such technologies need to be used safely and appropriately within schools/settings.

Expectations for safe use of personal devices and mobile phones

- Electronic devices of all kinds that are brought in on site are the responsibility of the user at all times. The school/setting accepts no responsibility for the loss, theft or damage of such items. Nor will the school/setting accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- Mobile phones and personal devices are not permitted to be used in certain areas within the school/setting site such as classrooms, playgrounds or field (areas where pupils used).
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community and any breaches will be dealt with as part of the discipline/behaviour policy.
- Members of staff will be issued with a work email address where contact with pupils or parents/carers is required.
- All members of **St. George's (VC) CEP School's** community will be advised to take steps to protect their mobile phones or devices from loss, theft or damage.
- All members of **St. George's (VC) CEP School's** community will be advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.
- All members of **St. George's (VC) CEP School's** community will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school/settings policies.
- School/setting mobile phones and devices must always be used in accordance with the Acceptable Use Policy and any other relevant policies
- School/setting mobile phones and devices used for communication with parents and pupils must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.



Pupil's use of personal devices and mobile phones

- Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones.
- All use of mobile phones and personal devices by children will take place in accordance with the acceptable use policy. *(Only in Year 6 collected and stored in office)*
- If members of staff have an educational reason to allow pupils to use their mobile phones or personal devices as part of an educational activity then it will only take place when approved by the Leadership Team. *(Never allow your phone to be used by anyone other than yourself)*
- If a pupils needs to contact his/her parents/carers they will be allowed to use a school/setting phone.

- Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office. Exceptions may be permitted in exceptional circumstances on a case-by-case basis and as approved by the Headteacher. *(only in dire emergencies)*
- Pupils should protect their phone numbers by only giving them to trusted friends and family members.
- Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.
- Mobile phones and personal devices must not be taken into classrooms under any circumstance. Pupils found in possession of a mobile phone or personal device in class will result in mobile phones being taken and stored in the school office until the end of the day.
- If there is suspicion that material on a pupils' personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence then the device will be handed over to the police for further investigation.

Staff use of personal devices and mobile phones

- Members of staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity. Any pre-existing relationships which could compromise this will be discussed with leaders/managers. *(never contact pupil via your mobile)*
- Staff will not use personal devices such as mobile phones, tablets or cameras to take photos or videos of children and will only use work-provided equipment for this purpose. *(do not place yourself under suspicion - use school cameras)*
- Staff will not use any personal devices directly with children and will only use work-provided equipment during lessons/educational activities. *(only use school equipment with the chn)*
- Members of staff will ensure that any use of personal phones and devices will always take place in accordance with the law
- Staff personal mobile phones and devices will be switched off/switched to 'silent' mode during lesson times. *(Do not use your mobile in the classroom during school time – only in staff designated areas)*
- Staff will ensure that any content bought on site via mobile phones and personal devices are compatible with their professional role and expectations.
- If a member of staff breaches the school/setting policy then disciplinary action will be taken. *(verbal followed by written warning)*
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence then the police will be contacted.
- Any allegations against members of staff involving personal use of mobile phone or devices will be responded to following the school/settings allegations management policy.

Visitor's use of personal devices and mobile phones

- Parents/carers and visitors must use mobile phones and personal devices in accordance with the school/settings acceptable use policy. *(Some schools are requested that they are handed in at the office)*
- Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the school image use policy.
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.

Written by D. Jones in conjunction with senior staff

Discussed with school staff – July 2017

To be used in conjunction with the school's acceptable use of ICT Policy

Approved at Safeguarding Meeting 1st November 2017