

FIRTHMOOR PRIMARY SCHOOL



Mobile Phone, Cameras and Portable Device Policy

Last Review date	February 2022
Review frequency	3 years
Review date	February 2025

Mobile Phones, Smartwatches, Cameras and Portable Device Policy

All volunteers, visitors, governors and contractors are expected to adhere to this policy in the same way as staff, and are informed of expectations on arrival.

AIM

The aim of this policy is to promote safe and appropriate practice through clear acceptable use guidelines and that it is understood and adhered to by all parties.

Staff and visitors

- Mobile phones and Smartwatches must only be used in staffrooms
- During working hours, mobile phones and Smartwatches will be switched off or put on 'silent' or 'discreet' mode and locked away. This particularly includes the exclusion of mobile phones/personal devices/cameras in the Early Years Foundation Stage
- Staff should not use their own personal device to contact a current pupil or a parent/carer
- Phones and Smartwatches must not be used for any purpose (eg phoning, texting, accessing the internet, taking photos, checking the time, taking videos) during working hours.
- Phones must be stored out of sight during the working day.
- In the event that an employee has a particular reason to leave their phone on during lesson hours, they may request this via the headteacher
- It is the responsibility of the staff member to ensure that their contact details are up to date
- Members of staff who have been authorised to use their mobile phone during school hours, for school use only, are:

Mrs A Dixon (Headteacher)

Mrs D Kilpatrick (Inclusion Officer)

Miss J Brooks (Business Manager)

Chris Ashton (Caretaker)

If a member of staff is required to use their own mobile phone for business use, they will be reimbursed for the cost, however use must be approved beforehand by the headteacher

If members of staff are using their personal phones to make business calls, they will need to present a version of their mobile phone bill that shows an itemised list of calls, and identify which of the calls are eligible for expenses.

Pupils

- In general, pupils should not bring mobile phones / devices / Smartwatches or valuable items into school as they can be easily lost or stolen. There are no reasons why a student needs to have in their possession or use a mobile phone or a Smartwatch during the school day.
- On the rare occasion a parent requests their child brings a mobile phone or device to school for emergencies, it must be handed in, switched off, to the school office first thing in the morning and then collected at home time. Pupils will not be allowed to wear Smartwatches in school.

Staff should ensure they establish safe and responsible online behaviours and ensure that communication, both online and in the classroom are within strict professional boundaries. Both staff and students are expected to follow the guidelines within the Acceptable Use Policy.

Parents

Parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such, use is not covered by the Data Protection Act). However, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images.

Whilst we prefer parents not to use their mobile device in school, we recognise that it may be necessary for essential means of communication. **The Headteacher reserves the right to suspend the parental use of any form of digital recording whilst on school premises.**

Visitors and Contractors

- Visitors to school are asked to turn off their phones and mute their Smartwatches at reception and instructed to not use them in the presence of children. If a phone call is expected they are advised to leave it with staff in the office – a member of staff will inform the visitor upon the call. Personal devices should not be used to take photographs of children.
- All visitors to school are expected to adhere to this policy whilst on school premises.

Activities out of school

- Staff conducting activities out of the school building, such as educational visits, outdoor play in the MUGA; can carry their phone with them but must adhere to the procedures and guidelines within this policy
- Mobile phones must not be used to take digital / video images of pupil's work. Those images should only be taken on school [equipment](#). Video or sound clips must not be taken of any person who is unaware of the action and who has not given their permission.

Emergencies

- If a child needs to contact his/her parents/guardians they will be allowed to use a school phone via the school office.
- If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

Responsibility for mobile phones and other devices

Mobile phones and other personal devices brought into school are entirely at owner's risk. The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or other personal devices.

Inappropriate Use

Generally, a mobile phone will be used inappropriately if

- it disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- threatens or is likely to threaten the safety or wellbeing of any person; or
- is in breach of any law.

If a staff member breaches the policy, then disciplinary action may be taken. Concerns are taken seriously, logged and investigated. Inappropriate use of mobile phones will include using them to bully, intimidate, promote violence or otherwise harass other people through any SMS or text message, social networking sites, photographic and video or other data transfer system available on the phone.

It should be noted that it is a criminal offence to use a mobile phone or other personal devices to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Social Media

Staff are instructed to have secure privacy settings on their social media accounts and to keep private and professional communication separate. Staff should not use their personal account for school communications and to use the official school accounts for this purpose.

Staff to refrain from referring to staff/pupils/parents (both current and former) on their private accounts and personal opinions should not be attributed to the school. Personal comments or online discussions on personal matters relating to the school community should not be defamatory, unprofessional, compromise the professional role of a staff member nor bring the school into disrepute. Staff should not be online friends with any pupil or ex pupil under adult age.

Monitoring and Review

This policy will be reviewed every 3 years or earlier if necessary