

MOBILE PHONE POLICY

Codsall Middle School

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Mobile Phone Policy

October 2018

Introduction and Aims

At Codsall Middle School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy

An agreement of trust is promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

Personal Mobiles – Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones locked in their staff locker or turned off in a bag or drawer during lessons.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and place their mobile phone in the school office in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phone, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- The school mobile should always be used.
- Should the school mobile not be available, then this should be added to the risk assessment and the Headteacher should be informed of any alternative mobile device.
- Any personal phones taken on a school trip should be declared to the school office and be used for contact purposes only.

Personal Mobiles – Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- We discourage the presence of mobile phones in Codsall Middle School and do not accept responsibility for phones should they get lost or damaged.
- If a pupil chooses to bring a mobile phone to school, the phone must be turned off as soon as they enter the school grounds and should only be turned back on again once they are off the school site.
- The phone should have a sticker with the pupils name on it.
- Phones must be placed into the form tutor phone bag. The bag will then be handed to the school office where it will be kept securely until the end of the day when the bag will be collected by the form monitor and taken back to the form tutor to be handed out.
- If the above is not complied with and a pupil is found with a phone either switched on or off, or if it is found in their locker it will be confiscated and a parent or adult will have to collect it. They may also be banned from bringing one into school again indefinitely.
- MP3 players and other electronic games and devices should not be brought into school.
- Smartwatches are not permitted in Codsall Middle School.
- We do not accept responsibility for any of these devices if they are lost or damaged.

Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors should not use their mobile phones whilst children are present.

Parents

We ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.