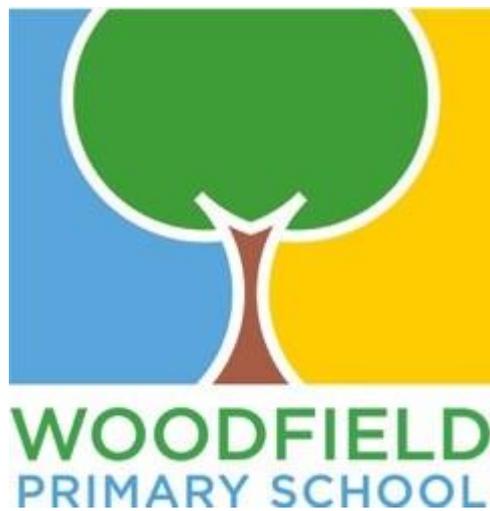


Woodfield Primary School



Mobile Devices Policy

Reviewed March 2016
Next Review Due April 2017

Mobile Devices Policy

This policy should be read in conjunction with the Schools Safeguarding Policy.

Introduction

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

Aim

The aim of the mobile device policy is to promote safe and appropriate practice through the establishment of clear and robust acceptable use guidelines. All staff must sign and adhere to an acceptable use agreement.

Scope

This policy applies to all individuals who have access to personal or work-related mobile devices on site. This includes practitioners, volunteers, contractors, children, young people, parents, carers, visitors and university students.

Policy Statement

The main concern regarding Mobile phones is their enhanced functions and the ease at which you can take and distribute images. It is also recognised that mobile phones can cause distraction during working hours.

The misuse of mobile phones can cause distress and can impact on the dignity, privacy and right to confidentiality of all at Woodfield Primary School.

Code of Conduct

All practitioners have to follow our code of conduct regarding mobile phones.

- Staff are not permitted to use their own mobile phones or devices for contacting pupils, young people or those connected with the family of the pupils.
- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, they should use their own devices and hide (by inputting 141) their own mobile numbers for confidentiality purposes.
- Mobile phones and personally owned devices will be switched off or switched to "silent" mode and not used during teaching periods unless in emergency circumstances.
- Staff should use mobile phones in designated areas such as the staff room or in a private room away from children; not in open areas and within view of children regardless of the time of day.

- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use school provided equipment for this purpose.
- If a member of staff breaches the school policy then disciplinary action may be taken as appropriate.
- Staff use of mobile phones during the school day will be limited to allocated break times unless their role requires it.
- Staff should ensure that their phones are protected with PIN/access codes in case of loss or theft.
- Staff should not send and receive text messages in classrooms or use camera phones at any time.
- Staff should never contact pupils from their personal mobile phone, or give their mobile phone number to pupils. If a member of staff needs to make telephone contact with a parent, a school telephone should be used.
- Staff should never store parents' or pupils' telephone or contact details on their mobile phone, as this allows the possibility of inappropriate contact.
- Staff should never send, or accept from anyone, texts or images that could be viewed as inappropriate.
- If a member of staff suspects a message, text or similar may contain inappropriate content it should not be opened but a senior member of staff, preferably the e-safety coordinator or DSL should be contacted.
- Children are not permitted to have their mobile devices about their person. In the event of a child needing to bring their phone to school, they must hand it into the office at the start of the day and collect it at the end. This also applies to After Schools Clubs.
- Woodfield Primary School takes no responsibility for any personal mobile devices brought into School and takes no liability for loss or damage of these devices.
- We understand that some job roles in school may require the use of a mobile device and in these circumstances we ask that calls be made where they won't disrupt learning.