

# MOBILE DEVICE POLICY

## Document Summary

<b>Document Owner:</b>	Pete Barnard
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<b>Date of Next Review:</b>	October 2023
<b>Frequency of Review:</b>	3 Years
<b>Governing Committee:</b>	Full Governing Body
<b>Statutory Policy?</b>	No, GDPR Best Practice
<b>On School Website?</b>	Yes

**FYI: Version control should be used for all formal documents and managed as:-**

- ▶ 0.1 (1st draft version)
- ▶ 0.2 (2nd draft and so on..... 0.3. 0.4 etc)
- ▶ 1.0 (Once document has been approved)
- ▶ 1.2 (during review/approval of a lifecycle document i.e. policies)
- ▶ 2.0 (2nd approved document) and so on.

## Amendment History

Version	Amendment Date	Author	Amendment Summary
V0.0	04/12/18	Lucy Gale	Policy Creation
V0.1	17/12/18	Mo Jones	Formatting Only
V0.2	21/01/19	Dan Coney	Suggested changes
V0.3	15/03/19	Pete Barnard	Updated following DC's comments
V0.4	13/07/19	Pete Barnard	Updated terminology following Govs
V1.0	11/10/19	Ruth Owen	Updated following final changes, approved at March FGB.
V1.1	11/09/20	Ruth Owen	Updated to include kitchen staff
V2.0	11/02/21	Ruth Owen	Updated following review & approval at FGB

## **Introduction and Aims**

At Frampton Cotterell C of E Primary School the welfare and well-being of our pupils is paramount. The aim of the Mobile Device 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 devices are effective communication tools. It is recognised that it is the enhanced functions of many mobile devices that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

## **Scope**

This policy applies to all individuals who have access to personal mobile devices on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

A mobile device may be a phone, tablet, or any other personal electronic communications device not explicitly referenced here. This document shall refer to "Phone" or "Device" interchangeably.

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

- Safeguarding Children Policy
- Anti-Bullying Policy
- Behaviour Policy
- Exclusions Policy
- Code of Conduct Policy
- School Visit Policy
- Data Protection Policy (GDPR)
- Online E-Safety Policy

## **Code of conduct**

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse
- know how to minimise risk
- avoid putting themselves into compromising situations that could be misinterpreted and lead to possible allegations
- understand the need for professional boundaries and clear guidance regarding acceptable use
- are responsible for self-moderation of their own behaviours
- are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all user.

### **Personal Mobile Device – All Staff (including those from traded services)**

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 devices on silent mode or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time, unless it is required for work related purposes or in an emergency.

Mobile devices should not be used in a space where children are present (eg. classroom, playground).

Use of devices (inc. 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. It is also advised that staff security protect access to their device with a PIN, password or other means.

Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make their manager aware of this and can have their phone in case of having to receive an emergency call.

Staff are not at any time permitted to use recording equipment on their personal mobile device, 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.

Personal mobile phone numbers should not be shared with parents.

### **Mobile Phones for work related purposes**

We recognise that mobile devices provide a useful means of communication on offsite activities.

However staff should ensure that:

Mobile device use on these occasions is appropriate and professional (and will never include taking photographs of children).

Mobile devices should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.

Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their device to take photographs of children.

Mobile devices may be used for the management of an emergency.

### **Personal Mobiles - Pupils**

We recognise that mobile devices 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:

- Pupils are not permitted to keep their mobile devices on their person between school hours of 8.55am and 3.15pm without prior consent from a teacher.
- Children keep their mobile devices in their bags at their own risk. If they wish to further protect their property, they may hand their device into their class teacher at the beginning of the day.
- If in the rare event of a parent wishing for his/her child to bring a mobile device to school to contact the parent after school:
  - the device must be handed in (or kept in their bag at the owner's risk), switched off, to the teacher first thing in the morning and collected from them by the child at home time (the device is left at the owner's own risk)
- mobile devices out in school without permission will be confiscated and returned at the end of the day.

Where mobile devices are used in or out of school to bully or intimidate others, then the Head Teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy.

### **Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile device policy as it relates to staff whilst on the school premises.

On arrival, such visitors will be informed, via the safeguarding leaflet, of our expectations around the use of mobile devices.

### **Parents**

While we would prefer parents not to use their mobile devices while at school, we recognise that this would be impossible to regulate and that many parents see their devices as essential means of communication at all times.

We therefore ask that parents' usage of mobile devices, whilst on the school site is courteous and appropriate to the school environment. Any adult volunteering in school will be expected to respect the mobile device policy and only use their device in the act of an emergency.

We also allow parents to photograph or video school events such as shows or sports day using their mobile devices – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own (as referred to in the home-school agreement and Online Safety policy).

*Frampton Cotterell CofE Primary School is fully committed to compliance with the requirements of the EU General Data Protection Regulation. The school will therefore aim to ensure that all employees, contractors, agents, consultants or partners of the school who have access to any personal data held by or on behalf of the school, are fully aware of and abide by their duties and responsibilities under the regulation. For queries regarding this, please see our Data Protection Policy which can be found on our school website.*