

MOBILE DEVICE POLICY

Document Summary

Staff Lead:	Debbie Fisher
Link Governor:	Biagio Arancio
Version Number:	3.0
Document Status:	Approved
Date Last Approved:	December 2024
Date of Next Review:	December 2027
Frequency of Review:	3 Years
Model Policy?	No
Statutory Policy?	No, GDPR Best Practice
On School Website?	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
V2.1	15/05/24	Ruth Owen	Added Link Gov & Model Policy fields to front sheet ready for review
V2.2	01/12/24	Debbie Fisher	Review due
V3.0	05/02/25	Ruth Owen	Final formatting following approval at December 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. In the event of lockdown, after staff have been alerted via the continuous high pitched buzz alarm signal, staff should collect their mobile phone if safe to do so.

Mobile devices should not be used in a space where children are present (eg. classroom, playground). The exemption to this is during a lockdown.

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 permitted to use their own mobile devices or personal cameras to take pictures of students or pupil work in the school. However, on some occasions, where suitable technology is not available, it may be necessary for a personal mobile phone to be used to take photographs

for an educational reason, but these must be deleted immediately after they have been uploaded onto the school system for school purpose.

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.

Staff are not permitted to use their own mobile devices or personal cameras to take pictures of students. However, on some occasions, where suitable technology is not available, it may be necessary for a personal mobile phone to be used to take photographs for an educational reason, but these must be deleted immediately after they have been uploaded onto the school system for school purpose. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.

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 8.40am 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, handed 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 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 or make these available on social networking sites in order to protect other children and respect privacy.

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.