



Whipton Barton Federation Mobile Device Policy 2019/20

1. General use of mobile phones and other web enabled devices

- a) Mobile phones may not be used during lessons or formal school time, such as staff meetings.
- b) Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- c) No images or videos should be taken on mobile phones or personally-owned mobile devices.

2. Pupils' use of personal devices

- a) All children's mobile phones and personally-owned devices should be handed in to reception if they are brought into school.
- b) If a pupil breaches the policy, then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents or carers in accordance with this policy.
- c) If a pupil needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.

3. Staff use of personal devices

- a) 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 pupil regarding school issues. It is recognised that some staff have friendships with parents of school children.
- b) Staff will be issued with a school phone where contact with pupils, parents or carers is required, for example a mobile on school trips or staff based landline in the school offices.
- c) Where staff members are required to use a personal mobile phone for school duties, for instance in case of emergency during off-site activities in the absence of a school phone, or for contacting parents, they should hide their own mobile number (by inputting 141) for confidentiality purposes.
- d) Mobile phones and personally-owned devices will be switched off or switched to 'silent' mode and not used during teaching periods and kept in a staff bag in a classroom cupboard. If staff feel they need to be contactable, for example in the case of an unwell dependant, they should provide that person with all available school telephone numbers. They can, of course, check their phones in the staff room or private space away from children (see below).
- e) Staff should use mobile phones in designated areas such as the staff room or in a private space away from children; not in open areas and within view of children regardless of the time of day.
- f) 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.
- g) If a member of staff breaches the school policy then disciplinary action may be taken.
- h) Staff use of mobile phones during the school day will be limited to before school, morning break, lunch break and after school.

- i) Staff should never store parents' or pupils' telephone or contact details on their mobile phone, as this allows the possibility of inappropriate contact.
- j) Staff should never send, or accept from anyone, texts or images that could be viewed as professionally inappropriate.
- k) 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

4. Parents' use of personal devices

- a) Parents will be encouraged to keep their devices in their bags and pockets when on the school site.
- b) When in the school building, parents will keep their devices in their pockets or bags. An exception to this rule will be when phones are used as cameras in assemblies and other events in the school hall. In this case, parents will be allowed to take photographs on the undertaking that these are not shared on social media without the express permission of the parents of all children in the photograph.

5. Volunteers' use of personal devices

- a) Volunteers will be asked to ensure that their devices are switched off or on to silent. Teachers will ask volunteers to put their phones in their bag/coat pocket which will be stored with the teacher's bag in a safe place in the class during the lesson period.

6. Visitors' use of personal devices

- a) On signing in at the school office, all visitors will be asked to ensure that their device is switched to silent and kept in their bag or pocket at all times.