



Biddick Primary and Nursery School Policy Mobile Phone Use

Why have a Mobile Telecommunications policy?

Mobile phones are now part of everyday life. Over 25 million handsets are now used in the United Kingdom.

A mobile phone is any device that allows mobile communication.

Examples include:

- Handheld Computers;
- Tablets;
- Personal Data Assistants;
- Smart Phones;
- Mobile Telephones;
- Laptop Computers (with mobile cards).

There are a number of issues involving the use of mobile phones in schools by pupils and staff and there are a number of issues people are concerned with regarding mobile phones. These include health risks, mobile phones and driving and personal protection.

Use of phones by staff

Staff are not to use mobile phones during teaching time or in any learning environment. This ensures that there is a reduced risk of any digital images. This includes making and receiving calls, sending/receiving text messages and accessing the Internet from a mobile phone. Mobile phones may only be accessed in offices, staffrooms and in the cloakrooms [i.e. where children have no access] during staff breaks.

Whenever possible, staff should use a land line to make calls for work related purposes.

If staff are out on trips or courses, a school mobile phone may be used for contacting school.

Use of phones by pupils

There is no reason for children to bring mobile phones to school. We appreciate, however, that there are occasions when it is useful for parents to be able to contact older children directly by mobile telephone: this applies particularly to those pupils who travel to or from school on a bus; and to pupils who are involved in after-school activities. The school office can deal with any messages needing to be passed on to children. The following rules have been devised with that in mind.

Generally children should not to bring a mobile telephone to school. The school office will assist if they need to make a telephone call home; and the School Administrator is always more than willing to allow children to ring home from the office when that is appropriate.

If a mobile telephone is brought to school by a child, [for emergency travel purposes] the school can accept no responsibility for loss or damage to the telephone. As with all valuable property, the pupil should hand the telephone into the school office for safe keeping.

If a mobile telephone is brought to school, it must be switched off during the school day. For the purposes of this policy, the school day runs from 8.00 am until 4pm. If parents need to contact pupils during the school day, the School Office telephone number is 0191 219 3675

If a member of Staff discovers a mobile telephone in use by a child during the day, it will be removed, sent to the school office and may only be recovered by parents in such an eventuality.

Use of Phones by visitors working with children

All visitors (e.g. sports coaches, students, volunteer helpers) must hand their personal phone in at the school office when they arrive and collect it when they leave.

Use of phones by parents

Parents/visitors are advised to switch off mobiles phones in the vicinity of school.

No parent/visitor may use a mobile phone to take photographs of children to safeguard the welfare of all children and avoid data protection issues with regard to inappropriate capture, use or distribution of images.

Social Media

Parents, carers, staff, governors, visitors and pupils staff must all refrain from discussing the school, uploading photographs of/or related to the school on social media websites (including Facebook, Twitter etc.).

Extra curricular activities

During the course of extra curricular activities, it will be decided if mobile phones will be allowed before such activities take place.

Such activities include:

- After school clubs
- Football sessions (particularly out of school hours);
- Derwent Hill;
- Trips/Visits out of school hours (e.g. Carol singing).

Camera/Video Phones

The use of mobile phones as digital cameras is expressly forbidden in school at all time to safeguard the welfare of all children and avoid data protection issues.

Please see "Photography Guidance" Policy for further details.

Internet Access

Please see "Acceptable and Responsible Internet Policy" for information relating to mobile internet access.

Conclusion

This policy also needs to be in line with other school polices and therefore should be read in conjunction with the following:

Photography Guidance policy
E-safety policy
Child Protection policy

Member of staff responsible: Gail Johnston
Date policy written: 06/14
Date approved by the full Governing body:
Date to be reviewed: 06/15