



March 2019

Use of Mobile Phones POLICY

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

PURPOSE AND AIMS

At Montgomery Infant School and Nursery we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

It also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Computing Lead is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room). There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. Permissions must be sought from the Head Teacher.

For example, for emergency contact by their child, or their child's school; in the case of acutely ill dependents or family members.

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff should use the school office number as a point of emergency contact.

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Mobile Phone Conduct and App-enabled Technology

Staff should refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff should avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips

In these circumstances, staff will:



- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day. This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair)
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend an induction meeting.

Parents or volunteers supervising school trips must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising on trips are also responsible for enforcing the school's policy for pupils using their phones.

Staff may use their mobile phones to access work emails and confidential work documents, but must remember security and confidentiality at all times.

App-enabled watches must not be used for anything other than time keeping during directed contact time. Children must not be exposed to personal messages during the day.