

St Catherine's Catholic Primary School

"Loving and Learning Together as Jesus taught us"



St Catherine's Catholic Primary School

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Mobile Phone Acceptable Use Policy

Date of policy review: October 2016

Next review: October 2017

Policy Reviewed & Passed by the Governors

Key Person Responsible: Maureen Kelly

Introduction and aims

At St. Catherine's, the welfare and wellbeing of our pupils is paramount. The aim of the mobile phone acceptable use policy is to allow staff, and the wider school community, to benefit from using modern technology, whilst ensuring the safety and welfare of all pupils and staff at the school. This will be achieved through balancing protection against misuse, and the fact that mobile phones are often an effective communication tool for adults in the workplace. The enhanced functions of modern mobile phones, such as camera's and internet connection capabilities, mean that protection of privacy and against the distribution of unauthorised or indecent images, viewing of inappropriate material and other misuses are fundamental. This policy refers to all mobile communication devices, including smart-watches.

Scope

This policy applies to all individuals who have access to personal mobile phones on site, including, but not limited to; staff, volunteers, students, governors, committee members, children, young people, parents, carers, visitors and contractors.

Code of conduct

It is fully recognised that imposing rigid regulations on the acts of others can be counter-productive. An agreement of professionalism and trust is therefore promoted, regarding the carrying and use of mobile phones within the school. Staff are expected to self regulate their behaviours, whilst also being aware of the need to report concerns regarding misuse.

Staff use

- Staff are not permitted to make or receive calls or texts, access the internet, view images, access mobile apps, view emails or conduct any other activity on their mobile phones during school day contact time with the children (8:30am – 3:30pm), except during the designated break times from children, where staff are not 'on duty', and then use of mobile phones is restricted to:
 - The staffroom.
 - Outside the school premises.
 - The school office, and all other officesProviding that there are no children present in any of these areas.

- It is the duty of staff members to ensure that no children are present in the staffroom. If for any reason, children are present in the staffroom, staff must either go off-site or to one of the school offices to use their mobile phones.

- Staff on duty, during out of class childcare, such as breakfast club, after school club and any extra- curricular clubs, are not permitted to use their mobile phones, except during any designated break times from children, where staff use of mobile phones is restricted to the above designated areas.
- After school teaching hours (8:30am – 3:30pm) teaching staff may use their mobile phones in their classrooms, providing that there are no children present. If children are present, staff must go to another designated area to use their mobile phones.
- Staff should have their phones switched off or silent, and out of sight (e.g. in a drawer or handbag) during contact time with the children.
- Staff must security protect access to their mobile phones (i.e. set a pin to gain access).
- Should there be exceptional circumstances (i.e. acutely sick relative), then staff should make the head teacher aware of this, and they may have their phone on their person, in case of having to receive an emergency call.
- Staff are not permitted at anytime, including external trips, to use recording equipment of any kind on their mobile devices (e.g. camera, voice recorder etc). Any images, videos and sounds which need recording, must be done so using official school equipment (e.g. Staff I-Pads, ladybugs, laptops, I-Pod's etc)
- Under no circumstances is a member of staff allowed to use their own personal device to contact a current pupil/parent/carer, regarding a school issue.
- The head teacher reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.

Mobile phones for work related purposes

We recognise at St. Catherine's that mobile phones provide a useful means of communication on off-site activities (i.e. school trips). However, staff should ensure that:

- Staff must use the school mobile phones provided.
- Mobile phone use on these occasions must be appropriate and professional (and will never, under any circumstances, include taking photographs or recording the children in any way).
- Where staff members want to record children out of school (on a school trip etc) they must use an official school device, (e.g. Staff I-Pads, ladybugs, laptops, I-Pod's etc).
- Where parents are accompanying trips, they should be informed of the Mobile Phone Acceptable Use Policy before leaving the school, and in particular that they are not allowed to use their mobile devices to make contact (via calls, text, social networking or email, or any other form of electronic communication) with anyone during the trip (or use their phone in any way to record children i.e. take photos,

voice record etc).

Pupils use

Any pupil's who fail to abide by these rules, will be sanctioned according to the school behaviour policy.

- Where mobile devices are used to intimidate or bully others outside of school, then the head teacher does have the power to intervene and discipline pupils, in accordance with the behaviour policy.
- Any inappropriate use of mobile phones such as cyber bullying, or use of pornographic material must be reported to the head teacher who will then follow safeguarding procedures.
- Pupils who are loan travellers are permitted to bring a mobile phone to school. The mobile must not be able to access the internet. It must be a basic mobile that makes phone calls and texts only. Parents of the lone traveller child must complete a consent form confirming the make of the mobile and that it will be delivered to the school office once the lone traveller arrives at school.
- Where a pupil does bring a mobile phone into school, it is to be handed into the school office before am register, and picked up from the school office as they are leaving the premises. When collected, he pupil must put the mobile phone into their school bag before leaving the office and must not remove it from their bag until they have left the premises.
- If a child needs to contact their parent/carer to arrange how they are getting home – they must first get permission from their teacher and then only use their mobile phone in close proximity to their teacher.
- St. Catherine's Primary School will not be held responsible for any mobile device left in the school office, or anywhere on the premises.
- Mobile phones are not to be used to photograph any fellow pupils or staff on the school premises, this includes PTA events, discos and after school events.
- All other smart electronic devices are banned from the school and will be confiscated until the end of the day.

Volunteers, visitors, students, governors and contractors

All volunteers, visitors, governors and contractors are expected to follow our mobile phone acceptable use policy as it relates to staff whilst on the premises. On arrival, all volunteers, visitors, governors, students and contractors will be informed of our expectations around the use of mobile phones, by office staff.

Parents use

- To comply with our safeguarding duties, parents must not use their mobile phones on the school premises, where children are present.
- We understand that parents may need to receive or make communications, and we simply ask parents to use their mobile phones in a courteous and appropriate manner to the school environment whilst on school premises.
- We do allow parents to photograph and video at school events, except where the parent is accompanying the children on a school trip – as set out above. However, for safeguarding reasons, we insist that parents do not publish any images or videos (e.g. but not limited to social networking sites) that include any other children than their own.

Guidelines on sanctions for misuse of mobile phones

It is the responsibility of the Head Teacher and Computing Co-ordinator to handle incidents. Complaints about misuse must be referred immediately to the Head Teacher.

Failure to follow the Mobile Phone Acceptable Use Policy could result in a referral to LADO and disciplinary action being taken and include a warning, suspension, dismissal from the School and in the case of illegal activities referral to the Police. Any complaint about misuse by a head teacher must be referred to the Chair of the Board of Governors.

Signed: _____ Date: _____

Name (printed): _____

Tracking

DfE Stat Policy	Best Practice	Web	MyUSO	Signed by Staff	Version
-	✓	✓	✓	✓	1.0