



Vane Road Primary School

Mobile Device Policy

September 2023

Review July 2027



Signed by Chair of Governors:

Key contact: Miss G Sim

Amendment tracker

Date	Change and comments	Location
7.9.23	<p>Section 5 – pupil use</p> <p>Mobile phones must only be brought to school for safety purposes of walking to and from school.</p> <p>Pupils must switch off their devices before entering the school grounds.</p> <p>Pupils must hand mobile devices in to the school office.</p>	Section 5 – pupil use

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Related Policies:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools

Vane Road Primary School is proud to be a Level 1/Silver UNICEF Rights Respecting School. This Policy covers the following Rights included in UNICEF's 'The Convention On the Rights of the Child'.

Article 16 (right to privacy) Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.

Article 17 (access to information from the media) Every child has the right to reliable information from a variety of sources, and governments should encourage the media to provide information that children can understand. Governments must help protect children from materials that could harm them.

Article 36 (other forms of exploitation) Governments must protect children from all other forms of exploitation, for example the exploitation of children for political activities, by the media or for medical research.

This Policy

1. Introduction and Aims

1.1 At Vane Road Primary School the welfare and well-being of our pupils is paramount.

1.2 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.

1.3 It is recognised that it is the enhanced functions of many mobile phones 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.

2. Scope

This policy applies to all individuals who have access to personal mobile devices on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

3. Code of conduct

3.1 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.

3.2 Our aim is therefore that all practitioners:

3.2.1 have a clear understanding of what constitutes misuse.

3.2.2 know how to minimise risk.

3.2.3 avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.

3.2.4 understand the need for professional boundaries and clear guidance regarding acceptable use.

3.2.5 are responsible for self-moderation of their own behaviours.

3.2.6 are aware of the importance of reporting concerns promptly.

3.3 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 users:

3.3.1 Personal Mobiles – Staff

3.3.1.1 Staff should only have their mobile phone out in a classroom to log in to Office 365. Staff are encouraged to do this before the children come into school in the morning and after lunch. Only in exceptional circumstances should staff need to log in when children are present.

3.3.1.2 Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.

3.3.1.3 Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer or locker) during class time.

3.3.1.4 Mobile phones should not be used in a space where children are present (eg. classroom, playground).

3.3.1.5 Use of phones (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.

- 3.3.1.6 It is also advised that staff security protect access to functions of their device.
- 3.3.1.7 Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Head of School aware of this and can have their device in case of having to receive an emergency call.
- 3.3.1.8 Staff are not at any time permitted to use recording equipment on their mobile device, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPad.
- 3.3.1.9 Where the safety of children is at risk and the use of a mobile phone to seek support, the use is valid but should also be reported to the Head of School who will record the incident.
- 3.3.1.10 Staff may use their mobile phones during school trips to communicate with school and other members of staff on the trip for safety and organisational purposes.
- 3.3.1.11 If the situation arises that an event or occurrence happens outside of school, for example during a sporting event, a teacher may use their personal phone to take an image of the event. This must be reported to the Head of School, transferred at the earliest possible moment to a school device and for the image to be witnessed being deleted by a member of the SLT.
- 3.3.1.12 Staff should report any usage of mobile devices that causes them concern to the Head of School.
- 3.3.1.13 Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- 3.3.1.14 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 phone to take photographs of children.

4. Business devices

- 4.1 Any employees who have been provided with a mobile device for business use, must ensure the mobile used is solely for this reason, unless express permission has been given that the phone can also be used for personal use.
- 4.2 Schools have the authority in place to ensure that mobile device and associated phone bills are checked on a regular basis.

5. Personal devices - Pupils

- 5.1 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.
- 5.2 Therefore:
 - 5.2.1 Pupils are not permitted to have mobile phones at school; during out of school activities (including discos, holiday and afterschool clubs) or on trips
 - 5.2.2 Children in Year 5 and 6 may bring their phone to school if their parents/carer wishes to contact them en route to or from school.
 - 5.2.2.1 the parent/care must complete a permission for before the phone is brought into school.
 - 5.2.2.2 the device must be switched off before they enter school grounds and handed in to the main office where it will be stored in a locked box. It must then be collected from there by the child at home time (the device is left at the owner's own risk).
 - 5.2.2.3 Mobile device brought to school without permission will be confiscated and returned at the end of the day to an appropriate adult.
- 5.3 Where mobile phones are used in or out of school to bully or intimidate others, then the Head of School 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.

6. Volunteers, Visitors, Governors and Contractors

- 6.1 All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile device policy as it relates to staff whilst on the premises.
- 6.2 On arrival, such visitors will be informed of our expectations around the use of mobile device.

7. Parents

- 7.1 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 phones as essential means of communication at all times.
- 7.2 We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.
- 7.3 Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

8. Dissemination

The mobile device policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office.