

# ALL SAINTS' C.E. (C) PRIMARY SCHOOL, ALREWAS

## School Mobile Devices Policy



**'Believe to Achieve'**

**"Living life to the full" (John 10:10)**

### School Values

**Love + Forgiveness + Friendship + Thankfulness + Trust + Respect = Koinonia**

#### General use of mobile phones

- Mobile phones may not be used during lessons or formal school time.
- 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.
- Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with explicit consent from a member of staff and sanctioned by a senior member of the school.
- No images or videos should be taken on mobile phones or personally-owned mobile devices.

#### Pupils' use of personal devices.

Pupils are not allowed mobile phones in school.

If a pupil breaches the school 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 school policy.

- 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.
- Pupils will be provided with school mobile devices (e.g. iPad) to use in specific learning activities under the supervision of a member of staff. Such mobile devices will be set up so that only those features required for the activity will be enabled as necessary.

#### Staff use of personal devices

- 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 student.
- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting parents,

they should use their own devices and hide (by inputting 141) their own mobile numbers for confidentiality purposes.

- Mobile phones and personally-owned devices will be switched off or switched to 'silent' mode and not used during teaching periods unless in emergency circumstances
- Staff should use mobile phones in designated areas such as the staff room or in a private room away from children; not in open areas and within view of children regardless of the time of day.
- 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.
- If a member of staff breaches the school policy then disciplinary action may be taken as appropriate.
- Staff use of mobile phones during the school day will be limited to the morning break and lunch break.
- Staff should ensure that their phones are protected with PIN/access codes in case of loss or theft.
- Staff should not send and receive texts in classrooms or use camera phones at any time.
- Staff should never contact pupils from their personal mobile phone, or give their mobile phone number to pupils. If a member of staff needs to make telephone contact with a parent, a school telephone should be used.
- Staff should never store parents' or pupils' telephone or contact details on their mobile phone, as this allows the possibility of inappropriate contact.
- Staff should never send, or accept from anyone, texts or images that could be viewed as inappropriate.
- 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 should be contacted.

Reviewed February 2018