

Victoria Junior School



Mobile/Smart Phone Policy

Date: February 2023

Frequency of review: Annual

Reviewed by: Resources Committee

Introduction and Aims

At Victoria Junior School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone 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 phones are effective communication tools.

Please note: this policy refers to ALL mobile communication devices.

Scope

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

This policy should also be read in relation to the following documentation:

Safeguarding Children Policy

e-Safety Policy

Anti-Bullying Policy

Staff Handbook

Our aim is that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

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.

Personal Mobiles – Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact with staff should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, cupboard, pocket or handbag) during class time.
- Mobile phones should not be used in any space where children are present (eg. classroom, playground).
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in the staff room or empty classrooms.
- It is also advised that staff security protect access to functions on their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), staff should make the Head Teacher aware of this so they can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to take photographs or record school images on their mobile phones, for example: photographing or recording children performing. Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should report any usage of mobile devices that causes them concern to the Head Teacher.

The failure to follow the points listed in the policy above could lead to disciplinary action being taken against an employee.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication during on and offsite activities and during emergencies. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs, videos or any other recordings of children).
- Where parents are accompanying school visits, they are informed not to make contact with other parents (via calls, text, email or social networking) during the visit or use their phone to take photographs of children.

Personal Mobiles - Pupils

We recognise that mobile phones 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 if used inappropriately.

Older pupils may begin to walk to or from school on their own and for safety reasons, parents/carers may want their child to have a mobile phone with them on these journeys. For this purpose, pupils are allowed to bring a mobile phone into school at the discretion of their parents. It is the responsibility of the pupil to ensure the phone is kept safe on the way to and from school and the school cannot be held responsible if a phone is stolen or lost. It is not advisable for pupils to bring expensive mobile phones into school. Parents/carers who wish for their child to bring a mobile phone into school, are requested to complete the school's Mobile Phone Agreement with their child and return it to the school office.

The protocol for use of mobile phone is as follows:

1. Mobile phones may be used on the way to school and on the way home from school but must be switched off on arrival to school and not switched back on to make calls, send texts or access the internet until pupils leave the premises at the end of the day.
2. Pupils must turn off their phones (not turn them to silent) and hand them into a trusted adult who will ensure the phones are locked away. Phones will be handed out by an adult at the end of the day. Phones must not be kept in the children's own possession – such as in coat pockets, bags or trays.
3. Pupils are not to use their phones at any point during the day (8.40am -3.15pm) including making or receiving calls, sending text messages, accessing the internet, taking photos etc. In a genuine emergency, pupils can be contacted through the school office. Phones brought into school without the signed agreement, or use of a phone which is in breach of the protocol (e.g. not handing it into the office) will result in the phone being taken away by a member of staff and put into the school safe for collection by the child's parents.
4. Other electrical equipment such as ipads, iPods, MP3 players or cameras, smartwatches are not allowed in school. These will also be taken away by members of staff to be collected by parents/carers if brought into school.
5. If parents need to contact their son or daughter, they should telephone the school office on: 0208 8909624.

Volunteers, Visitors, Governors and Contractors

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

Parents/carers

While we would prefer parents not to use their mobile phones 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. We therefore ask that parents' usage of mobile phones whilst on the school site is courteous and appropriate to the school environment (including not using a mobile phone/ texting whilst talking to school staff). We 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.

Dissemination

The mobile phone policy will be shared with staff, governors and volunteers as part of their induction. It will also be available to parents/carers via the school office and website.

Mobile Phone Agreement Form

To be completed by all parents of children who bring a mobile phone into school.

The protocol for use of mobile phone is as follows:

1. Mobile phones may be used on the way to school and on the way home from school but must be switched off on arrival to school and not switched back on to make calls, send texts or access the internet until pupils leave the premises at the end of the day.
2. Pupils must turn off their phones (not turn them to silent) and hand them into a member of staff when they arrive at school to be locked away. Phones should be collected from a member of staff at the end of the day. Phones must not be kept in the children's own possession – such as in coat pockets, bags or trays.
3. Pupils are not to use their phones at any point during the day (8.40am -3.15pm) including making or receiving calls, sending text messages, accessing the internet, taking photos etc. In a genuine emergency, pupils can be contacted through the school office.

I understand that Victoria Junior School will not be liable for any loss or damage to the mobile phone.

Child's Name: _____

Signed: _____ (Parent) Date: _____

Signed: _____ (Child) Date: _____