



Rosh Pinah Primary School

Mobile Phone and Smart Device Policy

First produced April 2018

Ratified by Governors July 2018

Aim

- The aim of the Mobile Phone and Smart Device Policy is to promote safe and appropriate practice of mobile phones through establishing clear and robust acceptable use guidelines for staff, visitors and pupils
- To outline the procedures and processes of the use of mobile phones within the school environs.

Scope

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes staff, volunteers, pupils, parents/carers, visitors and community users. This list is not exhaustive.

Policy Statement

- It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying
- It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others
- When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people hence there is a duty to protect the needs and vulnerabilities of all
- It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Designated 'mobile free' areas within the School

All areas accessed by children are designated 'mobile free' areas within the School

Code of Conduct

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. It is therefore expected that all practitioners:

- Have a clear understanding of what constitutes misuse
- Are vigilant and alert to potential warning signs
- 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.

Guidelines

- Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse
- In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including children, parents and visitors, as detailed below:

Staff, Volunteers and those on Work Placements:

- Are permitted to have their mobile phones and smart devices about their person. However, there is a clear expectation that all personal use is limited to allocated break and lunch times.

Other than in agreed exceptional circumstances, phones must be switched off and calls and texts must not be taken or made during lesson time or whilst on supervision duty. Under no circumstances should mobile phones be used in a space where children are present e.g. classrooms, playgrounds etc

- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty or during meetings
- Are generally not permitted, in any circumstance, to use their phones for taking, recording or sharing images and 'mobile free' areas must be observed at all times. However, it is recognised that staff members may find the necessity to use their mobile phone in exceptional circumstances. However, this must be authorised by the Headteacher before the event. Staff members must transfer the images to the School's Shared Area as soon as is practical after the event and delete the images from their personal mobile phone or smart device
- Are not permitted to use their own personal phones for contacting children or their families within or outside of the setting unless authorised by the Headteacher
- Have a designated area to store their personal belongings during the working day Practitioners have the option to store their mobile phones or smart device in this area, should they choose. This however is not a mandatory requirement
- Leave their belongings in safe storage at their own risk. It is therefore recommended that phones are security marked, password protected and insured. No liability for loss and damages is accepted. As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff against any unfounded allegations.

Parents/carers, visitors and contractors:

- Are respectfully requested not to use their mobile phones and smart devices in the school. Should phone calls and/or texts need to be taken or made, the school office will direct you to an area that is not accessed by children
- Are respectfully requested not to use their mobile phones and smart devices during drop off and pick up times in the playground. In order to contribute to safeguarding practice and protection the playground is designated as a mobile and smart device free zone. Should phone calls or texts need to be made at this time, use is restricted to the car park in order to avoid any unnecessary disturbance or disruption to others
- Parents are asked to share this policy with any adults that drop off or collect their children as this policy applies to all adults within the Rosh Pinah Jewish Primary School setting, including the playground areas
- Are under no circumstances permitted to take images or make recordings on a mobile phone or smart device unless given permission to do so by the Headteacher. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content
- Parents accompanying children on school trips should not use their mobile or smart device cameras to take pictures of any children.

Pupils:

- Will only be allowed to bring in a mobile phone with written permission from their parent/carer with regards to walking to or from home. Therefore, permission to bring a mobile phone into school is restricted to Year 6 children unless in other exceptional circumstances
- There are no reasons why a child needs to use or have in their possession, a mobile phone during the school day
- Parents are reminded that in cases of emergency the School Office remains the vital and appropriate point of contact and can ensure a child is reached quickly and assisted in any appropriate way
- In general, children should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for the child. Parents need to be aware that mobile phones

are brought to school entirely at the owner's risk and the school accepts no responsibility for replacing lost, stolen or damaged mobile phones. Phones should be clearly marked so that each pupil knows their own phone

- On arrival in School personal mobile phones are to be handed to the class teacher or adult supervising the class. The mobile phones are to be collected in a 'Rosh Pinah' school bag and to be sent down to the school office by the start of morning registration. Mobile phones will be collected from the school office and handed out to the pupils at the end of the school day. Under no circumstances should pupils be allowed to wander the school with their mobile phone
- Mobile phones must remain switched off whilst on school premises, this includes the playground and during and after any after-school club or activity
- If a child brings a mobile phone to school without prior arrangement with the Headteacher through the written permission slip, the phone will be removed from the pupil for safekeeping. The phone will be stored in the School Office and the parent/carer will be contacted to make arrangements for the retrieval of the phone
- Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil and handed to a member of the Senior Leadership Team. The parents will be contacted to collect the phone and a 10 minute detention with SLT imposed. If the child is found to repeat the offence the parents will be contacted to collect the phone and they will lose the privilege for the next 5 school days
- Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school
- If a pupil uses a mobile phone to take photographs or video footage of either other pupils or members of staff, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the School Governors. If images of other pupils or members of staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior member of staff
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. In such circumstances the school may consider it appropriate to involve the police.

Smart Devices:

Pupils are not allowed to bring any smart devices onto the School site. This includes, but is not limited to, smart watches, Fitbits and any portable personal electronic devices.

Searching, Screening and Confiscation at School:

Staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the pupil has a device prohibited by school rules or the staff member has good reason to suspect the device may be used to:

- cause harm
- disrupt teaching
- break school rules
- commit an offence
- cause personal injury
- damage property.

Any data, files or images that are believed to be illegal must be passed to the police as soon as practicable, including pornographic images of children, without deleting them.

Any data, files or images that are not believed to be unlawful, may be deleted or kept as evidence of a breach of the school's behaviour policy. (*Updated DfE guidance January 2018*)

The Acceptable Use of Cameras and Mobile Phones Policy will be shared with staff and volunteers as part of the induction process.



Rosh Pinah

Mobile Phone Parental Consent Form

Dear Parent

In accordance with our mobile phone policy, if your child brings in a mobile phone to school because they are walking to and/or from school unaccompanied by an adult, please could you sign the form below to give your permission for your child to do this and remind them of our school policy?

On the mornings when your child needs to bring in a mobile phone, upon arrival at the school, he/she must hand it in immediately to the adult supervising the class. The phone will be handed to your child at the end of the school day and must not be used whilst they are on school premises. Your child's phone should be appropriately marked so that they can retrieve it easily.

In case of emergency the School Office remains the vital and appropriate point of contact and can ensure a child is reached quickly and assisted in any appropriate way.

Should your child be found using their phone whilst on school premises, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school

The school bears no responsibility for the loss or damage to a mobile phone.

Yours faithfully

Jill Howson

Headteacher

MOBILE PHONE PARENTAL CONSENT

I give permission for my child (name) _____ in

Year _____ Class _____ to bring their mobile phone into school.

We have read the policy and understand its implications.

Name _____

Signed _____

Date _____

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE (insert date)

THANK YOU