

ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL, ALREWAS.

School Mobile Devices Policy 2015



'Believe to Achieve'

Mission Statement

'To provide quality education for our children in a happy, secure Christian environment, encouraging pupils to achieve their potential academically, spiritually and socially.'

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 ion 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. Learn pads) 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 March 2016