

	Name of School	St Thomas Becket RC Primary School
	Policy review Date	March 2021
	Date of next Review	March 2023

Acceptable Use Policy: Mobile Phones

Rationale

St Thomas Becket School actively encourages the use of computer and mobile technology to support and enhance the learning experience for all pupils. It is a primary aim of our school that every member of our school community feels safe and secure, therefore this policy sets out our expectations around the use of mobile technology so that every member of the community can work together in an effective, considerate way.

Mobile phones, internet and wireless technologies have increased the pace of communication and brought benefits to users worldwide, but their popularity provides increasing opportunities for misuse through 'cyberbullying' and inappropriate use of social media. Staff, parents and pupils have to be constantly vigilant and work together to prevent this form of bullying and tackle it whenever it occurs.

Aims

This policy aims to provide all members of staff (paid and unpaid), children and young people, and their families with clear guidance to ensure that the use of mobile phones and mobile technologies promote and support a secure and safe learning environment.

Definitions

'Mobile phones' covers mobile telephones, smart watches and any other device that is connected to a mobile network and/or the internet.

Mobile communications refers to phone calls and texts.

- *Social Media refers to all applications (such as twitter, facebook and Instagram) that connect to other users via an internet connection.*

Any user who brings in a personal mobile phone into St Thomas Becket School must ensure there is no inappropriate or illegal content on the device.

Staff

- St Thomas Becket School allows staff to bring in personal mobile phones for their own use.
- All staff must ensure that their mobile phones are left inside their bag throughout contact time with children. Staff bags should be placed in cupboards, desks or out of sight.

- Staff may use their mobile phone on a school trip in order to stay in contact with the school and for any emergency. Staff must not use their personal mobile phone to take pictures or videos during a school trip.
- Mobile phones must not be used to take pictures or videos within the school.
- Mobile phones should not be used to access social media during contact time with the children. This includes school trips. (see Educational Trips policy)
- Mobile communications may only be made during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the school office or staff room.
- Staff should never contact pupils or parents/ carers from their personal mobile phone or give them their mobile phone number to pupils or parents/ carers. If a member of staff needs to make a telephone contact with a parent/ carer, they should use the school telephone.
- If a member of staff is waiting for an emergency personal call then their phone may be left with the Office Secretary who with permission will answer and then notify the member of staff.
- Staff will need to ensure that the school office has up to date contact information and that staff make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- Staff should understand that failure to comply with this policy may lead to disciplinary procedures. (See Staff Code of Conduct)

Parent helpers, Volunteers, Students and Visitors

- All adults and young people visiting the school will be requested to place their bag containing their phone in a cupboard or out of sight during the time they are in class or have access to the children.
- All adults and young people will be asked to take or receive any calls in the staff room or outside the premises.
- Mobile phones must not be used to take any photos of the children or staff.
- Mobile phones should not be used to take photos of work or displays unless given permission by a teacher.
- Adults who are accompanying a class on an educational trip are asked to bring their mobiles for emergency use only. They are asked not to use their mobiles for social / work calls for the duration of the trip. (See Educational Trips policy).

Parents

When visiting the school for assemblies, sports day's and other such activities, where a parent is not in direct contact with children other than their own, we ask that parents' usage of mobile phones is courteous and appropriate to the school environment. Parents are requested to switch off/silence their phones during meetings with teachers and when they are in areas accessed by children during the school day.

We do allow parents to photograph or video school events such as assemblies or sports day using their mobile phones – but request that parents do not publish images (eg on social networking sites) that include any children other than their own.

Pupils

Pupils are not permitted to bring in mobile phones or any digital devices:

- into school (including before and after school clubs)
- on school trips

A mobile phone brought in to school by a pupil will be confiscated and returned to the pupil's parents. (See Behaviour policy).

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head teacher. Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.