

	Name of School	South Grove Primary School
	Policy review Date	June 2017
	Date of next Review	June 2018
	Who reviewed this policy?	Charlotte Marable Julie Maltwood Brigid Montgomery Sam Puddifoot Charlotte Slade

Handheld Device Policy – including mobile phones

This policy sets out what is ‘acceptable’ and ‘unacceptable’ use of mobile phone and handheld devices by the whole school community (pupils, staff and visitors) while they are at School or undertaking school activities away from school.

This applies to all individuals who have access to personal and/or work-related handheld devices within the broadest context of the setting. It includes children and young people, parents and carers, practitioners, managers, volunteers, pupils, governors, visitors, contractors and community users. This list is not exhaustive.

It is to be recognised that it is the enhanced functions of many handheld devices that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse include the taking and distribution of indecent images, exploitation and bullying.

It must be understood that should handheld devices be misused, there will be a negative impact on an individual’s safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to children and young people, so the needs and vulnerabilities of all must be respected and protected.

Mobile phones and handheld devices can also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and other hand held devices by the school community, and thereby to protect the School’s staff and pupils from undesirable materials, filming, intimidation or harassment.

General issues and guidelines for adults and pupils

- Mobile devices brought into school are entirely at the staff member, pupil's & parents' or visitors own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.
- Pupil mobile phones which are brought into school must be turned off and given in to the school office for safe keeping at the beginning of each morning and collected each evening at the end of the school day.
Staff members may use their phones during school break times. All visitors are requested to keep their phones on silent.
- The recording, taking and sharing of images, video and audio on any mobile devices is **not allowed**; except where it has been explicitly agreed otherwise by the Headteacher and in emergency circumstances. Such authorised use is to be monitored and recorded. All mobile phone use is to be open to scrutiny and the Headteacher is to be able to withdraw or restrict authorisation for use at any time if it is to be deemed necessary.
- The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand held devices may be searched at any time as part of routine monitoring.
- Where parents or pupils need to contact each other during the school day, they should do so only through the School's telephone. Staff may use their phones during break times. If a staff member is expecting a personal call **as an emergency, they need to** seek specific permissions to use their phone at other than their break times with the Headteacher.
- Mobile phones and personally-owned devices will not be used in any way during lessons or formal school time. They should be switched off or silent at all times.
- 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. *See BYOD Policy*
- Mobile phones and personally-owned devices are not permitted to be used in certain areas within the school site, e.g. changing rooms and toilets.
- Mobile phones will not be used during lessons or formal school time.
- The Bluetooth function or any other wireless connection of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.
- No images or videos should be taken on mobile phones or personally-owned mobile devices **at any time**.
- All mobile phones and personally-owned devices will be handed in at reception should they be brought into school by pupils.

Pupils' use of personal devices

- The School strongly advises that pupil mobile phones should not be brought into school.
- However the School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety.
- 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 the school policy.
- Phones and devices must not be taken into examinations. Pupils found in possession of a mobile phone during an exam will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either that examination or all examinations.
- 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 should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.
- No pupils should bring his or her personally-owned device into school. Any device brought into school will be confiscated.

Staff use of personal devices

- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.
- Staff will be issued with a school phone where contact with pupils, parents or carers is required.
- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of pupils and will only use work-provided equipment for this purpose.
- If a member of staff breaches the school policy then disciplinary action may be taken.
- 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 pupils or parents, then a school mobile phone will be provided and used.
- School equipment is for school use only and not for home/personal use.