



## Mobile Phone Policy

### Aim

At BFPS the welfare and well-being of our students 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.

It is recognised that the enhanced functions of many mobile phones cause the most concern, offering distractions and disruption to the school day. The most susceptible to misuse include taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, 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 all staff, volunteers, governors, students, parents, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation: -

- Safeguarding Children Policy
- Anti-Bullying Policy
- E-Safety Policy

### 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. Thus, creating a strong morale and sense of commitment, leading to increased productivity.

Our aim is therefore 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 **teaching time** with children. Emergency contact should be made via the school reception.
- Staff should have their phones on silent and in view of the staff members but out of students' sight.
- Mobile phones should not be used in a space where children are present (e.g. classroom and playground).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone. (Passwords placed).
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children or sharing images. (Unless approved for activities)
- Legitimate recordings and photographs can only be taken through Ms. Hana so please contact her with Clear Objectives for social media.
- Staff should report any usage of mobile devices that causes them concern to the Principal.

### **Mobile Phones for work related purposes**

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

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children unless approved by the Principal for activities).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school reception.

### **Personal Mobiles - Students**

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping students 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. Therefore:

- Students are not permitted to have mobile phones on trips.
- If in the event a teacher wishes for students to bring a mobile phone to use for online activities or research tasks. They are to give clear instructions on when phones can be out and what application can be used. (Device undertaking to be filled by Parent)
- If the teacher feels the device is not being used for school work, they have the right to ask students to hand in to the teacher, switched off until the end of the lesson.
- Mobile phones brought to school is at the owner's risk and the school cannot be held accountable for damage, loss or theft. Device Undertaking must be signed before any device enters school.



Where mobile phones are used in or out of school to bully or intimidate others, then the E-safety Coordinator does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of students when they are off the school site' - refer to Anti-Bullying Policy.

### **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.

### **Parent**

Parents are requested not to use their mobile phones while in school. Phones should be on silent and out of sight.

We do, however, allow parents to photograph or video school events such as shows or sports days using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**