



Personal Devices Policy

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors
B Freeman and David Charlesworth	March 2019	March 2021	March 2019
B Freeman	March 2021	March 2023	March 2021
Becky Freeman and David Charlesworth	May 2023	May 2025	May 2023
David Charlesworth	April 2025	April 2027	May 2025

Introduction and Aims

At Moorlands Primary School the welfare and well-being of our pupils 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 it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the 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 staff, volunteers, Governors, children/young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- Safeguarding Policy
- Anti-Bullying Policy
- Online Safety Policy
- Social network Policy
- Acceptable use 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 and Devices – Staff

Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.

- Staff should have their phones on silent or switched off and out of sight (e.g.in a drawer, handbag or pocket) during class time

- Wearable devices i.e smart watches should be on silent and have notifications turned off
- Mobile phones and wearable devices should not be used in a space where children are present (e.g. classroom, playground)
- Use of phones and wearable devices (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
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call
- Staff are not at any time permitted to use recording equipment on their mobile phones or any other personal device, for example: to take recordings of children, or sharing images
- Legitimate recordings and photographs should be captured using school equipment such as cameras and iPad
- Staff should report any usage of mobile devices that causes them concern to the Headteacher

Violation of this policy will be considered as gross misconduct and can result in disciplinary action being taken against the employee up to and including termination of employment.

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)
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office
- Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children)
- Any calls to parents and carers using personal mobile phones, must be preceded with 141 before making the call to block the staff members phone number.

Personal Mobiles and Devices – Pupils

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

- Pupils are not permitted to have mobile phones at school or on trips
- Wearable devices should be on silent and have notifications turned off
- Wearable devices must not be used to record, take photographs or videos.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
The parent must discuss the issue first with the Headteacher. The phone must be handed in, switched off, to the office staff first thing in the morning and collected from the office staff by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day

Where mobile phones are used in or out of school to bully or intimidate others, then the headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils 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.

Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment.

We also allow parents to photograph or video school events such as shows 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.**