

# Mobile Phone & E-Safety Policy (Staff)

## **Mobile Phone/E-Safety Policy**

### **INTRODUCTION:**

The Mobile Phone Policy aims to promote safe and appropriate practice by establishing clear and acceptable guidelines for use.

### **SCOPE:**

This policy applies to all individuals who have access to personal mobile phones on site. This includes all staff including teachers, classroom assistants, supervisory and auxiliary staff as well as volunteers, students, children, parents/guardians and visitors. This list is not exhaustive.

### **POLICY STATEMENT:**

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. It also involves the taking and distribution of images of children without their parents'/guardians' permission.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day and to minimise the opportunity for any individual to make any covert images or misuse functions in any other way.

### **PERSONAL MOBILES (CODE OF CONDUCT FOR STAFF)**

- Employees are not permitted to make / receive calls / texts during work time, except in the case of an emergency. During break times mobile phone usage is only permitted in areas where children do not have access e.g. staff room.
- Staff should ensure that mobile phones are turned off or on silent at all times while on the school premises. They should be kept in a bag and not be left on display.
- In the event that an employee has a particular need to leave their phone on during working hours they may request permission to do so via the school principal.
- Staff are not at any time permitted to take recordings of children, or share images of children on their mobile phones without prior authorisation from the Principal.
- Mobile phones should never be used in a space where children are present (e.g. classroom, playground) unless to take photos or videos as agreed with Principal.

### **WORK RELATED BUSINESS:**

On occasion, mobile phone usage may be permitted to in relation to school business, e.g. teacher contacting school during school trips / off site visits.

### **PUPIL USE:**

We recognise that mobile phones are part of everyday life for many children and that they also play an important role in helping pupils to feel safe and secure. As a rule, children are not allowed to bring their mobile phones to school. However, the Principal's permission can be sought should a parent feel it necessary for their child to have possession of a mobile phone on school property. Only in the most exceptional circumstances will permission be granted and restrictions will apply. If permission has been granted by a parent for their child to have a phone in school in an exceptional circumstance, the child must give the phone to the school secretary first thing in the morning and it can be collected again at home time.

In the event that a child is found in possession of a mobile phone without the prior permission of the Principal, the phone will be confiscated, placed in the school office and returned to the pupil and / or parent / guardian at the end of the school day. We ask for the cooperation of all parents/guardians and pupils with this matter.

### **VOLUNTEERS, VISITORS, GOVERNORS AND CONTRACTORS:**

All volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy whilst on the premises. They will be notified that mobile phones are not to be used in front of pupils and may go to the school office if they need to make a call.

### **PARENTS/GUARDIANS:**

Parents are asked to turn off / silence mobile phones when attending school events / meetings. As a school community, we encourage and enjoy the sharing of positive images of school events on our website and school Facebook page. Parents/guardians are asked for permission to allow the school to record and share such images at the start of each school year.

We ask that parents/guardians do not publish any images (e.g. on Facebook, Snapchat) that include children other than their own without permission from other parents whose children may be in the photographs.

## **E-SAFETY / SOCIAL NETWORKING**

### **Pupils:**

- The school C2k system blocks access to all social networking sites for pupils when logged in under their own name.
- Pupils and parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils. However, we accept that some pupils will still be allowed to use them, or may use them without the knowledge of their parents. They will be advised never to give out personal details of any kind, which may identify them or their location.

WE ADVISE THAT PRIMARY SCHOOL CHILDREN SHOULD NOT BE ACCESSING SOCIAL MEDIA SITES, BUT ACKNOWLEDGE THAT THIS MAY WELL BE THE CASE IN SOME CIRCUMSTANCES. AS A SCHOOL COMMUNITY WE REGULARLY DISCUSS EVERY ASPECT OF ONLINE SAFETY WITH PUPILS AND EMPHASISE THAT THEY SHOULD NEVER SHARE PERSONAL DETAILS THAT MAY IDENTIFY THEM OR THEIR LOCATION, AND THEY SHOULD IMMEDIATELY REPORT ANY SUSPICIOUS OR UNUSUAL ACTIVITY.

- Our pupils / parents/ guardians are asked to report any incidents of online bullying to the school. We will work with parents to try and rectify any issues but we cannot take responsibility for any issues outside of school.

### **Parents / Guardians:**

- We would ask that parents/guardians refrain from making comments on social media that may have a negative effect on the school community.
- Parents/guardians have access to a clear and concise complaints procedure if they have concerns they wish to address regarding the school.
- Parents are asked not to send messages to school Facebook messenger unless in the case of an emergency outside of school hours or to ask for support with a homework task.
- Messenger should not be used in place of phoning the school eg to report that a child is off school ill or to request information on a school event etc. We may not always have access to messenger and would be concerned that we may miss some vital info eg change of plans for home-time pick up. In these case we advise that parents call the school office.

### **Staff:**

- School staff are advised not to use personal social media to communicate, in an official capacity, with parents of children in the school and are advised not to 'friend' parents on social media. However, it is recognised that staff may have personal relationships / be related to parents of the school and may use social media to communicate with them on a personal level.
- School staff must not under any circumstance add pupils of the school as 'friends', if the pupils use social media sites.
- Past-pupils of the school should not be added as 'friends' on social media by staff members if they are under the age of 18 years.
- Staff are advised not to write or share negative comments regarding the school, pupils or their place of work on any social media.
- For their own protection, staff are advised to ensure that their own social media site (their profile, postings and pictures) are secure and should not compromise their professional integrity

**THE MOBILE PHONE POLICY WILL BE SHARED WITH STAFF, STUDENTS AND VOLUNTEERS AS PART OF THEIR INDUCTION TRAINING.**