



# **Mobile Phone Safety and Acceptable Use Policy**

**in support of**

**William Stukeley CE Primary School**

**and**

**Deeping St. Nicholas Primary School**

**Policy approved by Full Governing Body: March 2024**

**Policy to be reviewed: March 2025**

## Mobile Phone Safety and Acceptable Use

We recognise personal communication through mobile technologies is an accepted part of everyday life and we acknowledge that we have a duty to ensure that mobile phones are used responsibly at this school.

We understand parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety and that it gives parents the reassurance that they can contact their child instantly outside of normal school hours.

Mobile phones bought into school by a child must be switched off and handed in to the class teacher on arrival, where it will then be handed into the school office for safe storage until the child leaves school.

We believe volunteer helpers have a responsibility not to use their mobile phones on school premises for the making and receiving of phone calls and especially for the taking of photographs.

Visiting professionals should limit the use of their phones on the premises for work use. However, there is an understanding that sometimes professional calls will have to be made. This should be done in an appropriate space and not while working with a child.

During the school day school personnel are restricted to using their mobile phones for personal use to break times and lunchtimes with their mobile phones being switched to silent mode during lesson times. **Any exceptions to this must be authorised by the Headteacher or a member of the Senior Leadership Team.** Staff mobile phones may be used for work use where appropriate and practical. Taking photographs of children is not permitted. It is the responsibility of all school personnel to keep their mobile phones securely stored.

We acknowledge that parents and family members visiting the school for events such as performances and Sports Day may want to photograph their child. They must sign the appropriate 'use of photographs' form and will be held responsible for the use of the images they have taken

We acknowledge that cyber-bullying can be the use of a mobile phone, or the internet to deliberately upset another person. We have a responsibility to ensure that cyber-bullying does not take place in this school by ensuring pupils, school personnel and parents understand what it is and how it can be prevented. (See Anti-Cyber Bullying Policy)

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

## Aims

- To ensure mobile phones are not misused by pupils, school personnel, parents and school visitors.
- To ensure the safe and acceptable use of mobile phones.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

### Role of the Governing Body

The Governing Body has:

- appointed a Faculty to be responsible for IT;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a named safeguarding governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the Faculty;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body as appropriate;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the named safeguarding governor and Faculty;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

## Role of the Faculty

The Faculty will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the named governor;
- ensure all pupils are aware of the following tips regarding mobile phone safety:
  - Remember, if you are being bullied, it isn't your fault and there is nothing so awful that you can't speak to someone about it.
  - Talk to a trusted adult at home or at school.
  - Don't reply to any nasty messages you receive.
  - Don't reply to a text from someone you don't know.
  - Keep the messages you have been sent so you can show them to a trusted adult and make a note of the time and date of the messages or calls you receive.
  - Don't answer calls from withheld numbers or numbers you don't recognise; let it go to voicemail.
  - Block numbers from people who are sending you nasty messages.
  - If you are bullied repeatedly, you can change your number.
  - Don't give your mobile number to someone you don't know.
  - Don't send pictures to someone you don't know.
  - If the problem is serious, you can report it to the police or Childline 08001111
- provide guidance and support to all staff;
- during induction meetings, staff are made aware of the policy and use of mobile phones in school;
- make effective use of relevant research and information to improve this policy;
- keep up-to-date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

## Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- not use their mobile phones for personal use during the school day, except at break times and lunchtimes, or where permission has been given;
- inform family members that in the case of an emergency they can be contacted through the school day via the school office;
- be allowed only to use their mobile phones throughout the school day in the case of a personal emergency;
- switch their mobile phones to silent during lesson times;
- keep their mobile phones securely stored;
- not send or receive texts in classrooms;
- not use their camera phone to photograph a pupil unless specific authorisation has been given by the Headteacher;

- not send or receive inappropriate texts or images using school devices;
- not allow a parent or a pupil to photograph them on a mobile phone unless permission is sought;
- not give out their mobile telephone number to pupils;
- not give out their mobile telephone number to parents unless it is required for an off-site activity as a means of communication, e.g. school trip. This is a last resort and a school mobile phone should be used.
- use the school telephone to contact a parent in the first instance; should the use of a mobile phone be absolutely necessary, caller ID will be removed. This can be done on the phone itself or by prefixing the number with 141
- not store parents or pupils telephone numbers on their mobile phones;
- give mobile phone safety advice as part of the school's 'Keeping Safe' awareness training to all pupils;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of cyber-bullying or mis-use of IT;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

## Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- be given sanctions if they:
  - do not hand in their mobile phone on arrival to school;
  - take images of others without their consent
  - display inappropriate material;
  - send harassing or threatening text messages
- receive mobile phone safety advice which is part of the school's 'E-Safety' awareness training for all pupils.
- support the school Values and guidance necessary to ensure the smooth running of the school;
- take part in questionnaires and surveys.

## Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- comply with this policy for the benefit of their children;
- work in partnership with the school;
- be asked to take part periodic surveys conducted by the school;
- support the school Values and guidance necessary to ensure smooth running of the school;

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- school events, including E-Safety training
- meetings with school personnel
- communications with home such as newsletters

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - The use of the school mobile phone when on an educational visit at home or abroad
  - Anti-cyber bullying
  - Acceptable Use
  - Internet Social Networking Websites
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information

## Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Faculty, the Headteacher and the named safeguarding governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

## Linked Policies

- Acceptable Internet Use and Agreement
- Anti-cyber bullying
- Internet Social Networking Websites
- School Security

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	