



Policy: Mobile Phone Policy for Staff, Visitors and Pupils

Author: Sarah Wilson (Principal)

Date of Approval: November 2021

Approved By: Academy Council

Review Date: November 2022

Nelson Academy - Mobile Phone Policy for Staff, Visitors, Volunteers and Pupils

Introduction

Nelson Academy has a clear policy on allowing pupils to bring mobile phones and other mobile electronic devices into school. This policy refers to all mobile electronic devices including mobile phones (including those with camera access) and watches with internet access.

Camera Mobile Phones

Camera mobile phones are now the norm and a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users and email addresses. They can also be posted on the internet or in chat rooms.

There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Staff Policy

Staff use of mobile phones during their working day should be:

- outside of their contracted hours
- discreet and appropriate e.g. not in the presence of pupils

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

Staff should never contact pupils or parents/carers from their personal mobile phone or give their mobile phone number to pupils or parents/carers. If a member of staff needs to make telephone contact with a pupil or parent/carer, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues, parents/carers or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, members of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

This guidance should be seen as a safeguarding procedure for members of staff, the school and the Eastern Multi Academy Trust. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Parent, Visitors or Volunteers In School Policy

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports Day or Summer Fair and of their own children. Any photographs taken are done so on the understanding that they are for personal use only i.e. with family members, and will under no circumstances be shared with others i.e. on the internet or social media sites.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by a member of staff to take photos as a record of the educational visit, they will be issued with a school

camera/iPad. Parents accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of children or staff.

Pupil Policy

While we fully acknowledge the right of parents/carers to allow their child to bring a mobile phone/mobile electronic device to school if they walk to and from school without adult supervision, Nelson Academy encourages parents/carers and pupils to be mindful of bringing such devices to school due to the potential issues raised above. Under no circumstances should pupils take mobile phones/devices on school trips or residential trips.

When a child needs to bring a mobile phone/device into school, a permission slip (Appendix 1) must be signed by the parent/carer and the mobile phone/device must be left with the child's class teacher at the start of the school day. It will be returned to the child at the end of the school day. Mobile phones/devices should be clearly marked so that each pupil knows their own mobile phone/device. Parents/carers are advised that Nelson Academy accepts no liability for the loss or damage to mobile phones/devices which are brought into school or the school grounds.

Where a pupil is found by a member of staff to be using a mobile phone/device, the mobile phone/device will be confiscated from the pupil, handed to a member of the Senior Leadership Team who will record the name of the pupil and attach it to the mobile phone/device. The mobile phone/device will be stored by the member of the Senior Leadership Team. The pupil may collect the mobile phone/device at the end of the school day. A letter will be sent home to parents/carers requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a member of the Senior Leadership Team.

If a pupil is found taking photographs or video footage with a mobile phone/device of either other pupils or staff, this will be regarded as a serious offence and disciplinary action will be taken according to our Positive Behaviour Policy.

If images of other pupils or staff have been taken, the mobile phone/device will not be returned to the pupil until the images have been removed by the pupil in the presence of a member of the Senior Leadership Team. (Please see more specific guidance on sharing of nude and semi-nude pictures in our Safeguarding and Child Protection Policy).

Should a pupil be found to be using their mobile phone/device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a mobile phone/device into school.

We ask that parents/carers should talk to their children about the appropriate use of text messages and social media as they can often be used to bully pupils.

Should parents/carers need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone (01366 383824) or email (office@nla.eastern-mat.co.uk).

The policy supports the Health & Safety, Anti bullying, Safeguarding and Child Protection, Acceptable Use of ICT and E-Safety policies. This policy will be monitored and reviewed as required but at least every two years.

Sarah Wilson – Principal – November 2021

Mobile Phone/Device Parental Consent Form

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone/device to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to hand their mobile phone/device to their class teacher first thing in the morning as they go into their classroom.
- The school bears no responsibility for the loss or damage to a mobile phone/device.
- Your child's mobile phone/device should be appropriately marked so that they can recognise it
- Should your child be found using their mobile phone/device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their mobile phone/device into school.

Thank you.

Yours sincerely

Mrs Sarah Wilson

Principal

.....
MOBILE PHONE/DEVICE PARENT/CARER CONSENT

I/we give permission for our child (name) in Year
to bring their mobile phone/device into school.

We have read the policy and understand its implications.

Signed Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE (office@nla.eastern-mat.co.uk) - THANK YOU.