

## Our Lady and St Joseph School

### Mobile Phone Safety & Acceptable Use

| Date       | Review Date | Coordinator   | Nominated Governor |
|------------|-------------|---------------|--------------------|
| 26/11/2019 | 05/09/2020  | Mr Sean Flood | Mr Derek Vitali    |

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.

We believe children should not bring their mobile phones into school without permission from the Headteacher as we feel that mobile phones can cause disruption in lessons, the possibility of theft, loss or damage and also the possibility of child protection issues. However if permission has been given then the phone must be handed into the school office on the arrival of the child to school. Parents will be contacted immediately if a child breaks this rule and will be asked to collect the mobile phone from the school office.

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

During the school day school personnel are restricted to using their mobile phones to break times and lunchtimes with their mobile phones being switched off during lesson times. Phones may only be used in the staffroom and never in classrooms or playgrounds. It is the responsibility of all school personnel to keep their own mobile phones securely stored.

We acknowledge cyber bullying is 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 acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

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 is 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 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 member of staff 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;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- 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;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- 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 link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Coordinator**

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;

### **Our Lady and St Joseph School**

- provide training for all staff on induction and when the need arises regarding;
- 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 the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- 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 every term;
- 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 during the school day except at break times, lunchtimes and after 4.00pm

**Phones may be used in the staffroom or in offices but nowhere else including corridors. If one person is found using a mobile phone outside of the staffroom this may result in a 10 day ban on phones being used anywhere in the school by everyone. Private or personal calls can however be made in the back office, please ask office staff first to ensure privacy.**

- inform family members that in the case of an emergency that 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 off their mobile phones during lesson times;
- keep their mobile phones securely stored;
- not send or receive texts in classrooms;
- not use their camera phones at any time;
- not use their camera phone to photograph a pupil;
- not send or receive inappropriate texts or images;
- not allow a parent or a pupil to photograph them on a mobile phone;
- not give out their mobile telephone number to parents or pupils;
- use the school telephone to contact a parent and not use their mobile phone;
- not store parents or pupils telephone numbers on their mobile phones;
- be issued with the school mobile phone when attending an off-site educational visit;
- not use the school mobile phone for private use;
- give mobile phone safety advice as part of the school's 'Keeping Safe' awareness training to all pupils;

### **Our Lady and St Joseph School**

- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- 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;
- not bring their mobile phones to school without permission;
- be given sanctions if they:
  - bring their mobile phone into school without permission and details;
  - take images of others without their consent
  - display inappropriate material;
  - send harassing or threatening text messages
- bring their mobile phones to school in the case of an emergency and with the permission of the Headteacher;
- not be allowed to take their mobile phones on residential visits of more than one day;
- receive mobile phone safety advice which is part of the school's 'Keeping Safe' awareness training for all pupils. Mobile phone safety advice states:
  - Mobile phone number - only share this with friends and people you trust
  - Phone security - never loan your phone and when not in use lock your phone with a PIN code
  - Bluetooth - keep this switched off when your phone is not in use
  - Text, photograph or video - think carefully when you send a text, photograph or video
  - Advice - always ask for advice if you receive a text, photograph or video that upsets or concerns you
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

### **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

### **Role of Parents/Carers**

Parents/carers will:

## **Our Lady and St Joseph School**

- be aware of and comply with this policy;
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- not use their mobile phones on school premises for the making or the receiving of phone calls and especially for the taking of photographs;
- photos may only be taken in the main hall during assemblies, plays, concerts etc with the direct permission of the head or deputy head
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct 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
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

### **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - Risk assessment of 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
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

### **Equality Impact Assessment**

### **Our Lady and St Joseph School**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

#### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated 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**

|                       |                   |  |                  |
|-----------------------|-------------------|--|------------------|
| ▪ Anti-cyber bullying | ▪ School Security | ▪ Internet Social<br>Networking Websites | ▪ Acceptable Use |
|-----------------------|-------------------|--|------------------|

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