

# The Federation of Abbey Infant and Abbey Junior Schools



## Mobile telephone and multi-media device policy for Staff, Visitors and Pupils

MAY 2014

Updated July 2016

TO BE PRESENTED TO GOVERNORS - 6th May 2014; Update 5<sup>th</sup> July 2016

POLICY AGREED - 6th May 2014; 5<sup>th</sup> July 2016

## **1. Introduction**

1.1 This policy provides guidance on the appropriate use of personal mobile telephones and multi – media devices by members of staff, visitors and pupils.

1.2 The Federation of Abbey Infant School and Abbey Junior School has a clear policy to support pupils, staff and visitors who bring mobile telephones and multi-media devices into our school. This policy makes explicit reference to camera mobile telephones and multi-media devices.

1.3 It is the responsibility of all stakeholders and visitors to actively promote and support this policy by challenging anyone seen to be not following the guidance.

1.4 It is important to link this policy with the school’s Safeguarding/Child Protection Policy and the Keeping Children Safe In education (KSIE) July 2015 guidance.<sup>1\*</sup>

1\* At the time of the policy review KSIE is due to be superseded by KSIE 2016 and as such, reference 1.4 will, following September 2016, become KSIE 2016.

## **2. Camera Mobile Phones and multi - media devices**

2.1 Personal electronic devices such as camera mobile telephones, i-pads, PSPs and other multi-media devices are now very popular and commonplace. Devices with built in recording equipment enables users to take high quality pictures, videos and audio recordings. These can then be sent instantly to other mobile telephones or e-mail addresses. They can also be posted on the internet (Facebook, You Tube, Twitter, Instagram, Snapchat etc.) or in chat rooms and on blogs

2.2 There is the potential for mobile telephones and multi-media devices to be misused in schools. First and foremost they present a safeguarding issue to all of our children and staff. There are many safeguarding issues and concerns that we have to consider and they include:

- ❖ Cyber - bullying by text, image and email messaging, taking and sharing inappropriate pictures
- ❖ Access to inappropriate websites bypassing the school filtering system leading to general disruption to learning caused by pupils accessing phones in lessons
- ❖ Pupils telephoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised
- ❖ Pupils posting material on social network sites with no thought to the risks of their personal reputation and sometimes with the deliberate intention of causing harm to others
- ❖ The deliberate engineering of situations where people's reactions/conversations are filmed, photographed or recorded in order to compromise, humiliate, embarrass and intimidate. These recordings may be shared on the internet using Facebook , YouTube etc.
- ❖ Publishing photographs of vulnerable pupils, who may be on a child protection plan, where this may put them at additional risk
- ❖ The use of a mobile telephone for ‘sexting’ (the deliberate taking and sending of provocative images or text messages)
- ❖ They can also become an instrument of embarrassment, bullying or harassment directed against pupils and staff

## **3. Staff and Visitor Policy**

3.1 Staff use of personal mobile telephones and multi-media devices during their working school day

should be:

- ❖ Outside of their contracted hours
- ❖ Switched off and left in a secure place
- ❖ If used during break time then; discreet and appropriate e.g. Not in the presence of pupils
- ❖ The site managers; HT, DHT and Network manager may carry a mobile phone around school because of the need to be contacted in an emergency. The same guidance applies to the use of these phones around school also.

3.2 Staff and visitor mobile telephones and personal electronic devices should be switched off and left in a safe place during their time in school and with children. This also includes school trips, after school events and clubs. There are lockers and secure areas available in the school. The school will not take responsibility for items that are damaged, lost or stolen.

3.3 Staff and visitors should never contact pupils or parents from their personal mobile phone or other personal devices, or give their mobile telephone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil/parent/carer then a school telephone should be used.

3.4 Staff and visitors should never send to, or accept from, colleagues or pupils, texts, images, emails or recordings that could be viewed as inappropriate.

3.5 With regard to camera mobile telephones and other multi-media devices, members of staff or visitors should never use their device to photograph or record pupil(s). Staff should consider whether it is appropriate to allow themselves to be photographed or recorded by staff, visitors, parents or pupil(s).

3.6 This guidance should be seen as a safeguard for children, visitors, members of staff, the school and the Local Authority. This guidance is supported by a range of school and LA policies.

3.7 Staff and visitors should understand that failure to comply with the school policy is likely to result in the enforcement of our Whistle blowing policy and associated procedures.

3.8 Staff are strongly discouraged from 'friending' parents or children on social media. Staff are strongly discouraged from commenting on or 'liking' matters on social media that may bring the person, children, staff, community or school into disrepute or ill-light.

#### **4. Pupil Policy**

4.1 While we fully acknowledge a parent's right to allow their child to bring a mobile telephone to school if they walk to and from school without adult supervision, The Federation of Abbey Infant and Abbey Junior Schools **discourages** pupils from bringing mobile telephones and any other electronic, multi-media device to school due to the potential issues outlined above.

4.2 The school will work with parents and carers to organise the **safe use** of mobile telephones for our pupils. It will however **strictly prohibit** the use of other multi-media devices on site. When a child needs to bring a mobile telephone to school, a permission slip must be signed by their parent. This permission slip needs to be signed with a member of staff and then given to the school office by the parent or carer. In exceptional cases where a parent or carer is unable to hand this permission slip to the office then a telephone call to the parent to confirm this arrangement will be in place and noted.

4.3 The mobile telephone must be switched off as the child enters the school property boundaries. The telephone will remain in the child's bag at all times during the school day and during after school events, clubs, trips and discos. The school will not accept any responsibility for mobile telephones that are lost, stolen or damaged.

4.4 Where a pupil is found by a member of staff to be using a mobile telephone or any other multi-media device, the item will be confiscated from the pupil, handed to a member of the school office team who will record the name of the pupil and attach this to the device. The device will then be stored in the school office in a locked and secure location. The parent or carer of the child will be notified and

asked to collect the device from the office at their earliest convenience. If the child requires their telephone for their unsupervised journey home and the parent and carer is not able to visit the office before this time, then a verbal arrangement will be made over the telephone and the child will be asked to collect their telephone at the end of the school day. If the practice continues more than three times and this has been documented, then the school will confiscate the phone until a parent or carer collects the phone from a senior teacher, where the matter will be discussed in full. An appropriate arrangement will be made with the parent, carer, child and senior teacher at this point.

4.5 If a mobile telephone has been confiscated that is not supported by a permission slip, then parents will be asked to decide whether they support the use of a mobile telephone for their child after reading the school policy. If they decide that it is necessary for their child to have a mobile telephone then they will be asked to complete the permission slip at the school office with a member of staff.

4.6 If a pupil is found taking photographs, video or audio footage with a mobile telephone or multi-media device of either other pupils or teachers, this will be regarded as a serious offence and action will be taken in accordance with the school's Behaviour Policy.

4.7 If photographs, videos or recordings of other pupils, visitors or staff have been taken, the mobile telephone will not be returned to the pupil until they have been removed by the pupil in the presence of a senior teacher.

4.8 Should a pupil be found to be using their mobile telephone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a telephone into school. A meeting with a senior teacher will be arranged with parents or carers where the matter will be discussed in full.

4.9 Parents and carers are encouraged to talk to their child about the appropriate use of the internet, text messages, emails, photographs and multi-media recordings as they can put children at serious risk and used to bully pupils. Parents and carers should be aware of the websites that their children are accessing and investigate the site rules and regulations; including age restrictions. For example; 'Face Book' requires its users to be 13 years of age to hold an account. Further advice for parents and carers on how to keep their child safe online, and on social networking websites can be obtained from visiting the NSPCC website [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)

4.10 Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the Infant school office on 0121 420 1689 or the Junior school office on 0121 429 2700

This policy supports the school's Health and Safety, Safe guarding, Anti-bullying, Behaviour and Child Protection policies. It has been endorsed by the Board of Governors and will be monitored, reviewed and amended as required.

July 2016

Dear Parent/Carer

**RE: MOBILE PHONE PARENTAL CONSENT**

In accordance with our School Mobile Phone and Multi-Media Device Policy, we understand that your child will be bringing a mobile telephone into school on a regular basis. Please sign the letter below giving permission for your child to do this and please be reminded that:

1. Your child needs to turn off their mobile telephone as they enter the school site. This telephone should be placed into their school bag and remain in the bag for the entire school day.
2. The school bears no responsibility for any mobile telephone/multi-media device which is lost, damaged or stolen.
3. Your child's phone should be appropriately named and marked so that your child can easily recognise it and staff members can make every reasonable effort to return it to your child if it has been lost, stolen, confiscated or misplaced.
4. Other multi-media devices are strictly prohibited on school site.
5. Should your child be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.
6. Our school expectations and practice is clearly explained in the Mobile Telephone and Multi-Media Device Policy. By signing this permission slip you are agreeing that you have read and understood our procedure and that you fully agree to comply with our policy.

Yours sincerely,

Executive Head Teacher

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**MOBILE PHONE PARENTAL CONSENT**

I/We give permission for our child \_\_\_\_\_ of Class \_\_\_\_\_  
to bring their mobile telephone into school. We have read, understand and agree with the policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_