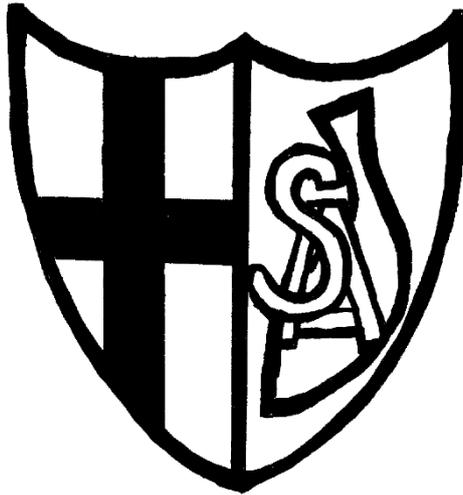


St. Albert the Great Catholic Primary School



“The more I learn about the world in which I live,
the closer I grow to God.”

Mobile Phone & Other Mobile Technology Policy for staff, visitors, volunteers & pupils

Author: Headteacher

Approved: Autumn 2017

Next Review: Autumn 2018

THE CATHOLIC ETHOS OF THE SCHOOL

St Albert the Great Catholic Primary School “The more I learn about the world in which I live the closer I grow to God” Anti-Bullying Policy The Catholic Ethos of the School At St. Albert the Great Catholic Primary School we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each child and family and to provide a warm, caring and safe environment within which all children can learn and develop. Our school was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic school in accordance with canon law and teachings of the Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Westminster and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. It is thus the responsibility of all members of the school, pupils, parents and teachers, to take swift and appropriate action when relationships in our community conspicuously fail to reflect these ideals. The following policy is commended as a series of concrete courses of action to assist in this endeavour.

MISSION STATEMENT

At St Albert the Great Catholic School, we believe that all children, staff, parents & carers and other adults have the right to be protected from bullying, hurtful and abusive behaviour.

We believe that a good school creates a safe, nurturing and inspiring learning environment. It develops self-esteem and confidence in all its children and in so doing inspires and motivates them to become positive and enthusiastic learners who are curious and caring about their world.

A good school recognises that children learn from those around them. They learn to value others by being valued themselves. They develop the social skills and personal qualities of courtesy, honesty, kindness, tolerance and respect from the adults close to them.

A good school models high standards in all that it does.

Introduction

At St Albert the Great Catholic Primary School, the welfare and well-being of our pupils is paramount. The aim of this Mobile Phone & Other Mobile Technology Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against the potential misuse with the recognition that mobile phones and other mobile technological devices are effective communication tools. It is recognised that it is the enhanced function of many mobile phones and other mobile technologies that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distributing of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

This policy applies to all individuals who have access to personal mobile phones/devices on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Child Protection Policy
- Anti-Bullying Policy

- Safe and Responsible Use of Images Leaflet

Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high morals and values and respect each other.

Our aim is therefore that all practitioners:

- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Are responsible for self-moderation of their own behaviours
- Are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

Personal Mobiles – Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (eg in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (eg classroom, playground)
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present eg in the office areas, staffroom, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (eg acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras or ipads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for Work Related Purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will only include taking photographs of children with prior permission of the Headteacher)
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles – Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - The parent must discuss the issue first with their child's class teacher/school office and complete a permission slip. This slip must be signed by the parent.
 - The phone must be handed in, switched off, to the school office first thing in the morning and collected from the office by the child at home time. Please note that St Albert the Great School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Mobile phones brought to school without permission will be confiscated and returned at the end of the day. A letter will be sent home to parents requesting that a permission slip be returned the next day.

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

Where mobile phones are used in and out of school to bully or intimidate others, then the Headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' – refer to Anti-Bullying Policy.

Volunteers, Visitors, Governors and Contractors

All volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment.

We also allow parents to photograph or video school events such as performances, assemblies or sports day using their mobile phones – **but request that parents do not publish images (eg on social networking sites) that include any children other than their own.** Please refer to the guidance on the Use of Photographic Images and Videos of Children in Schools.

Dissemination

This mobile phone policy will be shared with staff, governors and volunteers as part of their induction. It will also be available to parents via the school office and website.

Mobile Phone/Device Parental Consent Form

Dear Parent/Carer

In accordance with our Mobile Phone Policy, if your child is bringing a mobile phone/device in to school, please 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 bring their phone to the school office first thing in the morning before they go to their classroom
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child's phone should be appropriately marked so they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school

Yours sincerely,

Mrs K Little
Headteacher

MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name).....in Year.....

To bring their mobile phone into school because.....

.....

We have read the policy and understand its implications.

Signed..... Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.