

Policy for the Use of Cameras, Mobile Phones and other 3G/4G devices at Mersey Park Primary School



Aim

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines to protect.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones and other 3G/4G devices, for example smart watches, are effective communication tools - which in turn can contribute to safeguarding practice and protection.

For the purpose of this policy, 'mobile phones' include all devices that use 3G or 4G technology. This includes smart watches and other such devices, for example Fitbits.

Scope

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes practitioners, volunteers, committee members, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

In order to protect the staff and pupils at Mersey Park Primary School the following policy guidelines are offered for the use of mobile communication technology.

Mersey Park Primary School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents reassurance.

Permission to have a mobile phone at school while under the school's supervision is only granted under the strict adherence to the guidelines listed in this policy. It is up to parents / pupils / staff to ensure that these are understood and followed through.

Parents, pupils and staff must understand that Mersey Park Primary School accepts no responsibility for replacing mobile devices that are lost, stolen or damaged whilst on the school premises or on school sponsored functions.

Acceptable Use by children:

- Pupils should not have their mobile phone in the classroom, these should be kept securely by Ms White ensuring that the mobile phone is not used during the school day.
- The main use of the mobile phone should be to support a child's safety when travelling to and from school.
- A mobile phone will give the pupil telephone access to their parents outside of school times.

Unacceptable Use by children:

- Mobile phones should not be used by pupils in school
- It should be noted that it is a criminal offence to use a phone to menace, harass or offend another person.
- Pupils with mobile phones must not engage in personal attacks, harass another

person, or post private information about another person using SMS messaging, taking / sending photos or objectionable images and phone calls.

Pupils who fail to comply with this policy may have any of the following consequences:

- If mobile phones are found in school and have not been left with Ms White they will be confiscated until the end of the school day.
- Repeated infringements may result in the pupil not being allowed to bring the mobile into school.
- If the mobile phone was to be inappropriately used eg, bullying, causing offence, harassment etc. the police may be informed.

Acceptable use by adults in school:

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

Practitioners should have their mobile phones locked away and there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks. In Early Years mobile phones must be locked away.

Other than in agreed exceptional circumstances, phones must be switched off/or put on silent and calls and texts must not be taken or made during work time.

Practitioners are not permitted, in any circumstance to use their phones for taking, recording or sharing images.

Practitioners are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting, in a professional capacity.

Parents, visitors and contractors are respectfully requested not to use their mobile phones in any area where there are children present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others.

On off-site trips, including residential, all accompanying adult helpers are permitted to have their mobile phones, but use is limited to agreed off duty times away from the children.

Under no circumstances is any individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

Emergency contact

It is recognised that mobile phones provide direct contact to others, and at times provide a necessary reassurance due to their ease of access, particularly at stressful times.

Practitioners, therefore, in agreed exceptional circumstances are permitted to keep the volume of their phone switched on. This is to enhance their own well-being and peace of mind, to reduce stress and worry and to enable them to concentrate more effectively on their work.

Such use will be for an agreed limited period only, until any concerns or issues leading to the exceptional circumstance request have been resolved. It is ensured at all times that the landline telephone remains connected and operational, except in circumstances beyond control. This means that it is available for emergency/urgent contact

Work mobile

The use of a designated work mobile is promoted as it is:

- an essential part of the emergency toolkit which is taken on off-site trips.
- an effective communication aid, enabling text, email messages and calls to be made and received.
- a back-up facility should problems be experienced with the landline – or where contact needs to be made outside of work hours.

Specific staff may be allocated a work mobile as necessary dependent upon their role.

Effective security measures are in place to safeguard against any potential misuse. Only authorised individuals have access to the work mobile

Also see: Staff Code of Conduct Policy and Business Mobile Phone Policy



Policy for the Use of Mobile Phones and other 3G/4G devices by pupils at Mersey Park Primary School

For the purpose of this policy, 'mobile phones' include all devices that use 3G or 4G technology. This includes smart watches and other such devices that can receive messages, for example Fitbits.

Mersey Park Primary School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents reassurance.

Permission to have a mobile phone at school while under the school's supervision is only granted under the strict adherence to the guidelines listed in this policy. It is up to parents / pupils / staff to ensure that these are understood and followed through.

Parents, pupils and staff must understand that Mersey Park Primary School accepts no responsibility for replacing mobile devices that are lost, stolen or damaged whilst on the school premises or on school sponsored functions.

The use of a Fitbit, or similar device, is not allowed in school unless the text message notification has been switched off.

Acceptable Use by children:

- The main use of the mobile phone should be to support a child's safety when travelling to and from school.
- A mobile phone will give the pupil telephone access to their parents outside of school times.
- Upon entering school children will ensure their mobile phones have been switched off and then, prior to entering class, pass their mobile phone to a staff member (usually Ms White). They will then be stored securely in the Upper Key Stage Two safe.

Unacceptable Use by children:

- Mobile phones should not be used by pupils in school. They should be switched off as children enter school premises and not switched back on again until they have left school premises.
- It should be noted that it is a criminal offence to use a phone to menace, harass or offend another person.
- Pupils with mobile phones must not engage in personal attacks, harass another person, or post private information about another person using SMS messaging, taking / sending photos or objectionable images and phone calls.

Pupils who fail to comply with this policy may have any of the following consequences:

- If mobile phones are found in school and have not been left with the class teacher they will be confiscated until the end of the school day.
- Repeated infringements may result in the pupil not being allowed to bring the mobile into school.
- If the mobile phone was to be inappropriately used eg, bullying, causing offence, harassment etc. the police may be informed.

Parent / Guardian Permission

I have read and understand the Use of Mobile Phones Policy by Pupils at Mersey Park Primary School.

I give permission for my child to carry a mobile phone to school and understand that it must then be handed to the class teacher during the school day.

Parent Name (print) _____

Parent Signature: _____

Date: _____

Student Name (print) _____

Mobile Phone Number _____

Date: _____