

MOBILE PHONES AND 3/4/5G ENABLED MOBILE DEVICES POLICY

(Also see OHS Safeguarding Policy)

All staff should:

- have a clear understanding of what constitutes misuse
- know how to minimise risk
- avoid putting themselves into situations which could be misinterpreted and could lead to possible allegations
- understand the need for professional boundaries and clear guidance regarding acceptable use
- be aware of the importance of reporting any concerns about others promptly using the procedures laid out in the OHS Safeguarding and Child Protection Policy

Staff

- Staff must **not** have mobile phones switched on in the classroom when they are teaching. Should there be exceptional circumstances (e.g. an acutely sick relative) then staff should make a member of the SLT aware their phone will be on to receive an emergency call or text.
- If staff wish to use their phone during one of their breaks, it should be used sensitively within the staff room or in an empty classroom. If there are others in the staff room who are working, calls should be kept short.
- Mobile phones must not be used by staff in the classroom as a stopwatch or for note taking as their use may be misconstrued by pupils and parents.
- Staff should have a mobile phone with them at all off site venues such as church halls, sports grounds and on any day or residential trips.
- Staff may use their personal devices as a camera when off site but photos must be downloaded to the school's server as soon as the member of staff returns to school and then all photographs related to school must be deleted from the personal device.
- When staff are on site, photographs must be taken on a school device.
- No photographs of children may be taken in changing rooms or in any areas where children may be changing.
- Photographs of staff or children must not be posted on any social media sites.
- Staff using a mobile phone or mobile device on which to take notes in a meeting should seek the approval from the chair of the meeting.



- A passcode lock should always be used.

Pupils

Pupils, except those in Forms 5 and 6 who walk to school unaccompanied, are not allowed mobile phones or 3/4/5G enabled mobile devices in school or on school visits or residential trips.

If a child walks to school unaccompanied then permission may be given for them to bring a mobile phone to school. If permission is granted the mobile must be kept with the form teacher or in the school office during the day.

Parents

Parents should not use mobile phones in the early years setting. Photos of the children's performances may be taken for family use but they must not be shared on social media.