

WOODLANDS PRIMARY SCHOOL



Mobile Phone Policy

Updated: March 2017
Review Date: May 2019

Camera and Mobile Phone Policy

Woodlands Primary School fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones by staff, children, visitors and parents.

Rationale

Mobile phones are now a feature of modern society and an increasing number of staff, visitors and pupils own one.

Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The integration of cameras into phones leading to potential child protection and data protection issues
- The increasing number of young children owning mobile phones
- The increasing number of social networking sites easily accessible to children
- The high value of many phones

Abiding by the terms of the school's mobile phone policy *ensures that we all:*

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment

Upon registration, permission is sought from parents/carers for photographs to be taken of their child. These photographs will be used for a number of reasons listed below:

- To record the child's daily routine
- To record the child's development
- To share with parents via newsletter, prospectus etc
- We also request permission for the photographs that have been taken of the child may be displayed in the following locations:
 - On display within classroom/shared areas
 - On the school website or blogsite
 - In the media or on social media, Twitter or Facebook

If and when photographs are used and shared, full names of children will not be used.

No payments will be made or taken for using photographs of a child in any of the above situations.

Policy

Staff / Volunteer Use of Mobile Phones

- Staff are asked to keep personal mobile phones out of sight in their bags / desks / store cupboards during working hours other than in case of emergency
- Phones must not be used for any purpose (eg phoning, texting, internet, taking photos, checking the time, recording videos) during lesson time and must be on 'silent' or switched off
- Staff should use their IPADs/IPODs for updating school twitter/facebook
- If a member of staff needs to make an urgent personal call they can use their phone at an appropriate non-contact time
- If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from their team leader
- Under no circumstances may staff use their personal mobile phones to take photographs/video footage in school or on visits. School cameras and IPADs are provided for this purpose
- Any staff member, volunteer or student found to be non-compliant with this policy will face disciplinary action

Childrens' Use of Mobile Phones

- Whilst we understand that some children have mobile phones, we actively discourage them from bringing them to school
- Children in Y5/6 are permitted to bring mobile phones into school. Their phone must be turned off and handed in at the start of the day. It will then be given out at the end of the day to take home.
- The school does not accept any responsibility for loss or damage to mobile phones brought to the office by the children
- Children must not use their mobile phone to take photographs of any kind whilst in school, in the playground or on visits
- If a child is found with a phone on their person or in their bag, the phone will be confiscated and handed to the main office. It will be returned to the child after a discussion with parents

Visitors' Use of Mobile Phones

- Parents, contractors and all other visitors must not use their mobile phone, or any other device, to take photographs in school or on school visits. This includes taking photographs of their own children
- Contractors and visitors are asked to turn off their phones at reception. Posters are displayed
- Parents are advised when they can take photographs, i.e. during an activity or at a performance, sports day etc and they are asked to not share these pictures or upload them to social networking sites.

Updated March 2017

This policy/document was reviewed by:

Signed **Date**

Position

Signed **Date**

Position

The next revision date is: