

Goodmayes Primary School



Mobile Phone/Electronic Devices Policy

To be read in conjunction with Staff Code of Conduct, General Data Protection Regulations, Acceptable Use Policy, Safety Policy, School's Disciplinary Policy, Procedure and Guidelines.

Agreed by Governors:

Autumn Term 2020

Review Date:

Autumn Term 2022



Mobile Phone/Electronic Devices Policy

Purpose:

- The widespread ownership of mobile phones/electronic devices among young people requires that school administrators, teachers, pupils and parents/carers take steps to ensure that mobile phones/electronic devices are used responsibly within the School.
- The School recognises the potential for mobile phones/electronic devices and cameras to be used inappropriately and compromise the confidentiality of the children in our care.
- This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones/electronic devices can be clearly identified and addressed.
- The School has established the following Acceptable Use Policy for mobile phones/electronic devices that provides teachers, pupils, parents/carers with guidelines and instructions for the appropriate use of mobile phones/electronic devices during school hours.
- Parents/carers must read and understand the Acceptable Use Policy before pupils are given permission to bring mobile phones/electronic devices to school.
- The Acceptable Use Policy for mobile phones/electronic devices also applies to pupils during educational visits, residential visits and extra-curricular activities.

Responsibility:

- No pupils at Goodmayes Primary School will be allowed to bring mobile phones to school except by arrangement with parents/carers if a child travels unaccompanied by public transport to and from school.
- Any pupil found bringing a phone into school will have it removed and returned to the parent/carer at the end of the day.
- It is the responsibility of staff to know which network they are connecting to (3G/4G/5G) and ensure they are protected when using these networks.
- Staff will ensure no personal details are transferred using these networks via email and would use school devices (computer) to do so.

Acceptable Uses:

Parents/carers are reminded that in cases of emergency, the school office should be the first point of contact.

Staff:

- No member of staff should have a phone on their person during teaching time;
- Mobile phones must not be used during staff briefings, CPD or staff meetings;
- Mobile phones can be used at lunch times outside school premises or in an empty room;
- No staff member should ever give their personal phone numbers to pupils or parents/carers;
- No member of staff will on any occasion use the camera function on their phone either in school or on educational visits;
- If a member of staff is expecting an urgent call they should let the office know and the call should be made to the office not the personal mobile phone;
- Mobile phones belonging to school should be taken on educational visits for use in

emergencies.

SLT and Site Staff:

The following people have school issued mobile phones for school business only:

- Deputy Head Teacher
- Caretakers
- Teachers - to be used when going on educational visits
- Members of SLT will carry their personal mobile phones for use in case of an emergency

Visitors:

All visitors (including parents/carers and contractors) should switch off their phones when they are on school premises.

In terms of school events (e.g. school performances, sports days, etc.), parents/carers are reminded that permission is required to take photographs/videos of other people's children. Therefore, parents/carers should not photograph/video children during school events as these images are likely to capture other people's children for whom no permission has been obtained.

We recognise that there will be occasions where contractors may need to make calls on their mobile phones. This should not be done in the vicinity of pupils.

Responsibility for mobile phones:

Goodmayes Primary School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones/electronic devices. It is the responsibility of staff, parents and children to ensure mobile phones/electronic devices are properly insured.



Addendum to Mobile Phone / Electronic Devices Policy During COVID-19

In order to support the emotional well-being of pupils and as part of safeguarding procedures during the COVID-19 school closure, staff are required to make telephone contact with pupils.

The School recognises the potential for mobile phones/electronic devices and cameras to be used inappropriately and compromise the confidentiality of the children in our care. This Addendum is designed to ensure that potential issues involving mobile phones/electronic devices can be clearly identified and addressed during the revised COVID-19 acceptable use procedures.

Responsibility:

Pupils:

- This remains the same

Parents:

- To facilitate the call between member of staff and their child

Staff:

- These changes apply to staff who are **not** teaching in a Bubble when in school.
- Staff to email parents to inform them they will be calling using No Caller ID, giving approximate time of call.
- Staff to ensure they use '141' before they make the call to protect their personal number.
- Calls to be made where no children are present (ideally in the base class/room identified for them).
- Calls to be kept to a maximum of 20 minutes for the purpose of supporting the emotional needs of children and any questions raised in relation to access to remote learning.

Agreed by Governors: June 2020