

ALAMEDA MIDDLE SCHOOL



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Mobile Phone Policy

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1. INTRODUCTION

At Alameda Middle School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone 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 potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

2. AIMS

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

Our aim is that all individuals:

- 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.

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

- Safeguarding and Child protection Policy
- Anti-Bullying Policy
- Behaviour Management
- E Safety policy
- Acceptable Use Agreement
- Code of Conduct



3. ROLES AND RESPONSIBILITIES

For Staff

For classroom based staff, mobile phones should be switched to silent and left in a safe place during lesson times and any contact time with pupils. The school cannot take responsibility for items that are lost or stolen. Staff use of mobile phones during their working day should be:

- discreet and appropriate eg: not in the presence of pupils – using the staffroom or office to make calls is appropriate; using your phone calendar to book a meeting is appropriate; using your phone in the classroom during lesson time is not appropriate.
- In keeping with their professional responsibilities and expectations.
- Staff should always avoid contacting pupils or parents from their personal mobile phone and should not willingly give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should, wherever possible, use the school telephone in the office.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- With regard to camera phones, a member of staff should never use their phone to photograph pupils(s) or allow themselves to be photographed by pupils.
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This guidance should be seen as a safeguard for members of staff, and staff should understand that failure to comply with the policy may result in the enforcement of the disciplinary procedure.

Staff should refer to Safeguarding Policy, Acceptable Use Agreement, E safety, Code of Conduct, Anti bullying, Behaviour Management and Whistleblowing Policy.

For Pupils

When a child needs to bring a phone into school it must be kept locked away in their lockers before morning registration and removed at the end of the day. If the phone cannot be locked away it must be handed in at reception into a named bag, before morning and registration and collected at the end of the day.

All pupils must:

- Switch off all mobile phones whilst on the school site
- Not have personal mobile phones and devices in lessons for their own use during the school day
- Not send inappropriate text messages between any members of the school community
- Ensure there is no inappropriate or illegal content on the device, before bringing it into school



4. CONSEQUENCES, SUPPORT AND SANCTIONS

For Pupils

If any of the school rules are broken, then:

- The device will be removed from the pupil.
- Parents/ carers will be notified of the incident via a phone call/email by the member of staff who removed the phone.
- The phone will be returned to the pupil at the end of the school day.
- The device will be named and secured in the reception area
- A restorative conversation will take place with the pupil explaining why the rules are in place; to protect themselves and others' safety and their understanding checked

Unfortunately, if there is further misuse of the device and disregard for the school rules, then the following will have to be implemented:

- If the phone is not needed for communication with parents/carers each day then the phone should not be brought to school
- If the phone is needed, then it will have to be handed in to reception before a.m. registration and collected at the end of the day
- A restorative conversation will take place with the pupil explaining why the rules are in place; to protect themselves and others' safety and their understanding checked
- The school may decide the abuse results in a child protection issue; the relevant authorities will then be contacted.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

The policy supports the Behaviour Management Policy, Anti bullying policy, Safeguarding and Child Protection policy and Internet/E-safety policies.



5. PARENTS, VISITORS AND VOLUNTEERS

Adults, visitors or volunteers in school must only use their mobile phone within the confines of the school office and personal cameras and mobile phone cameras should not be used to take pictures of children.

