

16.12 Mobile Phone & Electronic devices Policy

Legal Status:

- This policy was prepared with reference to Ofsted advice on the use of mobile phones, the Department for Education's published guidance on the use of mobile phones and UK law governing the use of mobile phones while driving.

Applies to:

- the whole school including out of school care, the breakfast club, the afterschool clubs, the holiday club and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), students on placement, the proprietor and volunteers working in the school.

Related documents:

- ICT-Based Forms of Abuse (including Cyber-Bullying) Policy
- Safeguarding Policy And Procedures including Child Protection
- e-Safety Policy including ICT Acceptable Use

Availability:

- This policy is made available to parents, staff and pupils in the following ways: via the School website and on request, a copy may be obtained from the Office.

Monitoring and Review:

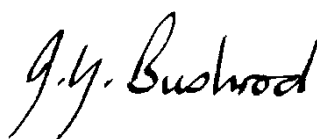
- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Proprietor undertakes a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

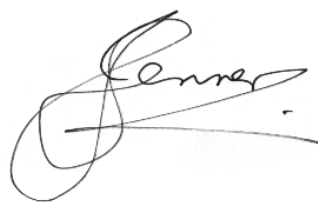
Date: October 16



Mr J. Jenner jr.
Principal



Mr J. Bushrod
Headmaster



Mrs J. Jenner
Proprietor

Introduction

Mobile phone & other electronic devices technology has become more sophisticated over recent years and will continue to evolve. Wireless connections & G4 in particular are to extend the capabilities of mobile phones & other electronic devices further; which will allow access to new content and services, such as the internet, social networking sites and instant messaging. Many mobile phones offer camera, video and audio recording as standard.

Other electronic devices may have the capability to use phone networks, wifi, etc not supplied by the school to enable them to connect & communicate to the wider world. This policy also refers to those devices to.

Mobile phones & other electronic devices, alongside other technologies aim to change the way we communicate. This speed of communication will often provide security and reassurance; however, as with any other form of technology there are to be associated risks. Children and young people must be encouraged to understand such risks to enable them to develop the appropriate strategies which will keep them safe. As with online safety issues generally, risks to children and young people should be broadly categorised under the headings of:

- content
- contact
- conduct
- commerce.

These issues are to be managed by reducing availability, restricting access and increasing resilience. This philosophy is to be applied to the use of mobile phones & other electronic devices through the Mobile Phone & other electronic devices Policy. Acceptable use and management of mobile phones is therefore to be agreed by all service users. There is to be a clear expectation that the personal use of mobile phones is to be limited to specific times and uses as to be agreed with the Senior Designated Person for Safeguarding. Safe and secure storage facilities are to be made available to store personal belongings as necessary. Under no circumstances are images, video or audio recordings to be made without prior explicit written consent by the Designated Member of Staff for Safeguarding.

Aim

The aim of the Mobile Phone & other electronic devices Policy is to protect children and young people from harm, by ensuring the appropriate management and use of mobile phones by all individuals who are to come into contact with the early years setting.

Children and young people are also to be empowered with the skills to manage the changes in technology in a safe and appropriate way; and to be alert to the potential risks of such use.

This is to be achieved through balancing protection and potential misuse. It is therefore to be recognised that alongside the potential risks, mobile phones & other electronic devices continue to be effective communication tools. This in turn is to contribute to safeguarding practice and protection.

Scope

The Mobile Phone & other electronic devices Policy will apply to all individuals who are to have access to and or be users of personal and/ or work-related mobile phones & other electronic devices within the broadest context of the setting environment. This will include children and young people, parents and carers, early years practitioners and their managers, volunteers, students, committee members, visitors, contractors and community users. This list is not to be considered exhaustive.

Code of conduct

A code of conduct is to be promoted with the aim of creating an informed workforce, who will work together to safeguard and promote positive outcomes for the children and young people in their care.

It is to be ensured that all practitioners and their managers will:

- be aware of the need to protect children from harm.
- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- be vigilant and alert to potential warning signs of misuse.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- be responsible for the self-moderation of their own behaviours.
- be aware of the importance of reporting concerns immediately.

It is to be recognized that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others are counterproductive and should be avoided. Such imposition will lead to a culture of suspicion, uncertainty and secrecy. An agreement of trust is therefore to be promoted regarding the carrying and use of mobile phones in the early years setting. This is to be agreed by all service users, including all children, young people and adults who are to come into contact with the school setting.

Procedures to ensure safe and appropriate use of mobile phones

Magdalen Court School allows staff to bring in mobile phones for their own personal use. However, they must be kept away in closed drawers or their bag at all times and are not allowed to be used in the classrooms, toilets, or in the play areas at any time. Mobile phones must be turned onto silent mode during working hours and can only be used in a designated break away from the children. If staff fail to follow this guidance, disciplinary action will be taken in accordance to Magdalen Court School disciplinary policy.

If staff wish to use a personal electronic device in school, the school retains the right to monitor this device, checking it's content & communications, without notice.

If staff need to make an emergency call. Staff should provide the school number to members of the family and next of kin so in an emergency the member of staff can be contacted on the school phone.

Staff must ensure that there is no inappropriate or illegal content on their phones or mobile & other electronic devices.

Electronic devices may only be used if registered with the school, if they are not, they can't be used to take photographs anywhere within the school grounds. There are digital cameras available within the school and only these should be used to record visual information within the consent criteria guidelines of the school. Whenever possible members of staff should only contact a parent/carer on the school phone.

Guidance on use of mobile phones by teaching staff

The following points apply to all staff and volunteers at our school and apply to the use of all mobile devices to ensure the quality of supervision and care of the children, as well as the safeguarding of pupils, staff, parents and volunteers in the school.

Personal mobiles phones/cameras (including for instant messaging, internet use or social networking services) must not be used or on display (switched off or silent mode) during the school day in any public area or the presence of children, except in the staff room or where appropriate, staff must ensure their mobile devices have no inappropriate or illegal content stored on the device.

Staff should not use their personal mobile devices to contact or photograph pupils or their families within or outside the school, unless there is an approved (by SLT) educational activity which requires it. Should any member of staff become aware of inappropriate or non-essential use of a mobile phone, this should be reported to a member of the SLT, and may be subject to disciplinary action. Staff should remind parents regularly of

school policy with regard to mobile phone use with the following statement on weekly emails, when announcing events:

“You are welcome to photograph your child at this event providing the images are for personal use only (e.g. a family album) and so are exempt from the Data Protection Act 1998. Please be aware these images (which may include other children) must not be shared on social networking sites or other web-based forums since we regard this as ‘making the image public’. Sharing images, or uploading them into a ‘public space’, is likely to be in breach of the Act.”

Appropriate use of a mobile phone during the school day (Including Social Networking)

Mobile phones have a place on outings or in school buildings which do not have access to a school landline. In these cases, they are often the only means of contact available and can be helpful in ensuring children are kept safe. Ideally staff should use school mobile phones in these circumstances but, if required to use a personal phone, should input 141 to ensure their own number is hidden.

By arrangement with SLT, a member of staff's mobile phone may be designated as the means of communication for specific activities. The leader of the trip should ensure all participants (including parents, volunteers and partners) in the activity are aware of this Mobile Phone and Camera Policy.

When leaving the school building with children (e.g. for sport, going to the playground or on school trips), the mobile phones of all members of staff must be switched on and turned to loud to ensure that staff can be contacted by the school. Contact numbers for all members of staff accompanying the children must be left at Reception and a list of contact telephone numbers for all children should be with the leader of the off-site activity (although these must be kept confidential).

Staff must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the organisation's reputation. (We advise all out staff to carefully restrict their Facebook profiles to ensure they cannot be contacted by parents and pupils, this could involve removing their last name from their page).

Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the setting. If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times. If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

Use of Mobile & other electronic devices Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones & other electronic devices on the premises. If they wish to make or take an emergency call they may use the office and the school phone. Neither are volunteers or visitors permitted to take photographs or recordings of the children.

Children and mobile phones

Children may not bring mobile phone/cameras to school unless they are travelling to and from school on their own. In this case, the child will need written permission and the phone should be handed in to, and collected from, Reception at the start and finish of each day.

Should a child be found with a mobile phone, it will be confiscated and kept in the School Office until the end of the day. It will be returned to the child's carer when they come to pick up their child. In the event of a breach of these rules, the school has the right to search and erase inappropriate data from personal mobile devices.

Parental use of mobile phones/cameras within the school buildings

The growth of hand-held mobile technology and interconnectivity has implications for the safety of children, so in order to reflect the policy on safeguarding and child protection, it is essential parents do not use their mobile phones/cameras in the school building, apart from circumstances as outlined below.

Parents must ensure mobile phones/cameras are not on display (switched off or silent mode) while in the presence of children or in public areas of the school such as during meetings and school events.

The school records images of children, both through moving pictures and stills, for assessment and reporting of progress, as well as celebration of their activities. It goes to some lengths to photograph events and performances which are available on request (or through purchasing), particularly in order to avoid distraction of children while performing and disturbance within the audience.

However, some parents may want to record their own images of their children at school events such as assemblies, matches or concerts. They are welcome to do this so long as these images are for personal use only (e.g. a family album) and so are exempt from the Data Protection Act 1998. We will remind audiences of this at the start of each event, where practicable. These images must not be shared on social networking sites or other web-based forums since we regard this as 'making the image public'. Sharing these images, or uploading them into a 'public space' is likely to be in breach of the Act.

Driving and the law

The use of hand-held phones while driving, whether to make or receive a call, is prohibited. The only exception to this will be in the event of a genuine emergency call to 999 or 112, if it would be unsafe for the driver to stop.

Hand-held mobile phones used with an earphone and microphone are covered under the ban, as they still require the user to hold the phone to press buttons or to read a message on the phone's screen.

The Proprietor and employees of the school will not require any employee to receive or make calls on a mobile phone while driving. Mobile phones must instead be directed to the message/voicemail service while driving.

The Headteacher will not assist in the payment of any fine levied against anyone using a hand-held mobile phone while driving. An employee will be regarded as driving if the engine is running, even if the vehicle is stationary. Notification of any contravention of these requirements may be regarded as a disciplinary matter.