



Federation of Boscastle & Port Isaac Community Primary Schools



Mobile Phone & Camera Policy

This policy must be read in conjunction with the Preventing Radicalisation and Extremism policy and all other policies relating to the safeguarding of children.

Reviewed: Autumn 2016

Review Date: Autumn 19

The use of any form of mobile communications devices within the school buildings by any people other than school staff is prohibited. The use of mobile devices to contact, film or record pupils or members of staff during school break times or outdoor learning or at the beginning and end of the day learning is prohibited.

Where permitted mobile communication devices must be used in accordance with this policy.

1. Introduction and Aims

At Boscastle and Port Isaac Schools the welfare and well-being of our pupils is paramount. The aim of the Mobile Communications Policy is to allow users to benefit from modern 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 devices 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 including iPads and Tablets. **This policy must be read in conjunction with the Social Media Policy.**

2. Staff Policy

Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact of staff should normally be made via the school office. Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.

Use of phones/devices (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.

Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time Boscastle and Port Isaac Schools will not take any responsibility for items that are lost or stolen.

It is advised that staff security protect access to functions of their phones

Staff should never contact pupils or parents from their personal mobile phone or device, or give their mobile phone number/contact details to pupils or parents. If a staff member needs to make contact with a pupil or parent, a school telephone or school email address should be used.

Staff should never send to, or accept from, pupils, parents or visitors any emails, text messages, images or recordings.

With regard to camera / video mobile phones & devices, a member of staff should never use their phone to photograph, video or make any form of recording of a pupil or pupils or allow themselves to be photographed, videoed or recorded by a pupil.

Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.

Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Staff should avoid taking photographs of children home to make resources. If this is unavoidable, the photographs should only be stored on a school camera and should not be saved onto personal computers or e-mailed.

Staff should understand that failure to comply with the policy is likely to result in the enforcement of whistleblowing procedures.

3. Pupil Policy

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

Pupils are not permitted to have mobile phones or other communication devices at school or on trips

Where there may be special circumstances during which a parent would like their child to have their mobile phone with them a permission slip must be signed by the parent before or when the phone is brought into school. The mobile phone may be left switched off in the pupils' bag or should be clearly marked with the child's name and left in the main school office at the start of the day and collected again at the end.

Parents must be advised that Boscastle and Port Isaac Schools does not accept liability for loss or damage to mobile phones which are brought into the school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone the phone will be confiscated from the pupil. The mobile phone will be stored in the main school office and not returned until a responsible adult comes to collect it.

If a pupil is found to be taking photographs or videos on their mobile phone the phone will be confiscated and not returned until a responsible adult comes to collect it and the images have been deleted from the phone in front of a teacher or the Headteacher. The pupil responsible will be subject to the school's disciplinary procedures.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be allowed to bring a phone to school.

4. Mobile Phones for work related purposes

When off-site the school mobile phone should be used as the first means of contact.

However we recognise that this is not always possible and that mobile phones provide a useful means of communication on offsite activities. Staff must ensure that:

Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).

Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office or school mobile phone. This includes residential trips.

Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

5. Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

6. Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Acceptable Internet Use policies. It has been endorsed by the board of governors and will be monitored, reviewed and amended as appropriate. A copy of this policy will be made available to all parents and will also be available on the school's website.