

Bessacarr Primary
Mobile Devices Policy

This policy should be read in conjunction with the Schools E-Safety and Twitter policies.

Introduction

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. At Bessacarr Primary School we believe that mobile phones can be used to enhance communication between classes, staff and parents through the use of our Twitter accounts. (See Twitter Policy)

Aim

The aim of the mobile device policy is to promote safe and appropriate practice through the establishment of clear and robust acceptable use guidelines. All staff must sign and adhere to an acceptable use agreement.

This is achieved through balancing (1) ensuring all practitioners throughout school follow the guidelines (2) recognising that mobile devices are effective communication tools, which can be used to aid communication, especially in regard to the Schools Twitter accounts.

Scope

This policy applies to all individuals who have access to personal or work-related mobile devices on site. This includes practitioners, volunteers, children, young people, parents, carers, visitors and university students.

Policy Statement

The main concern regarding Mobile phones is their enhanced functions and the ease at which you can take and distribute images. It is also recognised that mobile phones can cause distraction during working hours.

The misuse of mobile phones can cause distress and can impact on the dignity, privacy and right to confidentiality of all at Bessacarr Primary School.

We believe through safe use that mobile phones can be used as a learning tool.

Code of Conduct

All practitioners have to follow our code of conduct regarding mobile phones.

The School recognises that mobile phones are a useful tool for taking images during the day therefore the following guidelines must be followed by all practitioners and persons working/volunteering in School:

- Staff may use mobile devices to take photos when uploading to Twitter.
- The only other circumstance where mobile devices can be used to take photos is during out of school trips, sporting events and residential.
- All photos must be deleted from the device as soon as they are uploaded to Twitter.
- No images of children should remain on staff devices upon leaving the building.
- Student teachers, visitors to school and volunteers are not permitted to take photos of children on any mobile device when on School grounds.
- All Practitioners or persons coming into contact with children must sign and adhere to the acceptable use agreement.
- Practitioners must limit their use of personal mobile devices during work hours to lunch/allocated breaks unless their role requires it. For example IT Support, Site Manager or in case of emergency.
- Practitioners are not permitted to use personal mobile devices to contact children, young people and their families within or outside of the setting.

- Children are not permitted to have their mobile devices about their person. In the event of a child needing to bring their phone to school, they must hand it into the office at the start of the day and collect it at the end. This also applies to after school clubs.
- Bessacarr Primary takes no responsibility for any personal mobile devices brought into School and takes no liability for loss or damage of these devices.
- We understand that some job roles in school may require the use of a mobile device and in these circumstances we ask that calls be made where they wont disrupt learning.

Policy written by D Smeaton and S Waite May 2015

Acceptable use agreement

I have read and agree with the above policy.

I understand that Bessacarr Primary takes no liability for the loss, damage or theft of personal devices on our premises.

I will adhere to the guidelines highlighted in this policy and understand that failure to do so could result in disciplinary action.

Signed _____

Role _____

Date _____