



Stillness Junior School

Mobile Phone Policy

Last Reviewed: January 2017
Review Date: January 2019

The Purpose and Importance of Mobile Phone Policy

Stillness Junior School recognizes that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children;
- The use of mobile phones around children; and
- The inappropriate use of mobile phones.

Ensuring the Safe and Appropriate use of Mobile Phones By Staff

Stillness Junior School allow staff to bring in mobile phones for their own personal use. However, they must

- Be kept in their lockers at all times and switched off
- Not be used at any time other than before and after school and during personal breaktime.

If staff fail to follow this guidance, disciplinary action will be taken in accordance with the staff handbook. Staff must ensure that there is no inappropriate or illegal content on the device.

School phones (landline and mobile) must be used for all school purposes only. When children undertake a school trip or journey, mobile phone use by staff should be limited to contact with the school office or venues being visited, except in emergencies and then only with approved telephones.

Mobile phone technology may not be used to take photographs. There are digital cameras available and only these should be used to record visual information within the consent criteria guidelines of the local authority and the schools.

Ensuring the Safe and Appropriate use of Mobile Phones By Children

Stillness Junior School is a mobile phone free zone. Pupils should not bring in mobile phones, or any other form of recording device to school. Any mobile phone brought into school will be taken and can only be collected by a parent/carer. Repeat offenders will have their mobile phone held in the office until the end of the term. On collection, parents/carers will be asked to sign for the phone.

Ensuring the Safe and Appropriate use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are informed that we are a mobile phone free zone school. If they wish to make an emergency call they may use the phone in the main office. Volunteers or visitors are not permitted to take photographs or recordings of the children on their mobile phones.

Ensuring the Safe and Appropriate use of Mobile Phones for Parents/Carers

Parents/carers are not permitted to use their phone for recording in any situation other than in assemblies/performances or school events. Parents/carers are allowed to take individual photographs of their child only at the end of any school event.

If parents/carers do not wish photographs/videos of their child/ren to appear in the school's newsletters, on the school's website or in articles that may appear in the local press – they should notify the school office in writing.

On every occasion, parents are reminded that no photographs should be used for any public use or posted on any social media site, which they have signed on admission to the school.