



### **Introduction**

Throughout the Trust the welfare and wellbeing of our students 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. This is achieved through establishing clear and robust acceptable mobile phone user guidelines. The policy recognises that mobile phones are effective communication tools and sets out ways to protect against potential misuse and unnecessary cost.

The Trust is aware of the enhanced functions of many mobile phones, and that these can cause concern, offering distractions and disruption to the working day, and can be susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. As it is difficult to detect specific usage this policy refers to ALL mobile communication devices, including Mobile phones, Smart Phones, Tablets (including iPads), and Wi-Fi Dongles.

### **Scope**

This policy applies to all individuals who have access to personal and work mobile phones on site. This includes staff, volunteers, committee members, students, young people, parents, carers, visitors and contractors.

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

- Child protection Policy/ Safeguarding Policy
- Behaviour Policy
- Acceptable Uses Policy

### **Code of Conduct**

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other: thus creating a strong morale.

Therefore our aim is that all staff:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves in a compromising situation which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use of **all** mobile communication devices, especially in relation to social media.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

Misuse refers to any activity that is non-school related or could bring the school into disrepute.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive; therefore an agreement of Trust is promoted regarding the carrying and use of mobile phones within the setting which is agreed to by all users.

### **Personal Devices – Staff**

## Community Inclusive Trust - **Mobile Phone Policy – Mobile Devices Policy**

- Personal devices should not be in staff possession when pupils are present without written/emailed prior permission from the site lead.
- With permission, staff may take a personal phone out on a school activity, however, they must be turned off and not to be used unless there is an emergency. On residential stays, a personal phone may be used in an appropriate location away from pupils.
- Staff are not permitted to make/receive calls during contact time with pupils on personal devices.
- Emergency contact should be made via the school office.
- Mobile phones should not be used in any teaching space where pupils are present.
- Use of personal phones (including receiving/sending texts and emails) should be limited to non-contact time when no pupils are present e.g. in office areas, staff room, and empty classrooms.
- It is also advised that staff set up security to prevent unauthorized access to functions of their personal phones.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example, to take recordings of pupils, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras, iPads and school issued mobile phones.
- Staff who use applications on personal mobile devices (including Social Media) need to be purchased with the user's own personal ID.
- Staff must be conscious of what they post on social media and must have privacy settings on their personal accounts.

### **Mobile Phones for work-related purposes**

Where a mobile phone has been issued by the Trust it will remain the property of the Trust and can be recalled at any time and content checked. The user will be responsible for its safekeeping, proper use, condition and eventual return. During the day mobile phones should be with the user at all times.

Apps (Including social media) for school use may be downloaded to the phone.

Any Apps must be deleted when the phone is returned if the staff member leaves the Trust. If a mobile device is connected to a personal ID the staff member is required to unlock the device so it can be restored to factory setting and issued to another member of staff. The user must also supply all login details that have been issued to them so that the device can be reset to factory settings.

Where a mobile phone has been issued by the Trust the user agrees that upon termination of employment to return the phone. If they do not return it, or it is returned in an unsatisfactory condition, the cost of a replacement or a proportional amount of this as decided by the Trust will be taken from final monies owing or the user will otherwise reimburse the Trust.

Photographs of students can be taken on work mobiles; however, they must be downloaded the same day and deleted from the phone before leaving school.

Should there be any queries on the use of the mobile the ICT Team is available to help. If staff should leave the Trust their work-related devices must be returned to the IT staff.

### **Mobile phones – offsite, educational visits, school trips.**

- Mobiles will be used professionally and appropriately.

## Community Inclusive Trust - **Mobile Phone Policy – Mobile Devices Policy**

- Mobile phones should not be used to make general contact with parents during school trips – all relevant communications will be made via the school office.
- Mobile phones may only be used to contact parents in an emergency and when the trip is outside of normal school hours e.g. residential.
- Where parents are accompanying trips they are informed not to make contact with other parents or use their phone to take photographs of students.

### **Personal Mobiles – Students**

The Trust recognises that mobile phones are part of everyday life for many of our students and can play a role in helping students feel safe and secure. However the Trust also recognises that they can be a distraction in school and can provide a means of bullying or intimidating others. Therefore we have drawn up a Code of Conduct for students:

- Students are not permitted to have mobile phones at school or on trips unless stated in the individual school's risk assessments. The risk assessment must be reviewed at the Strategic Heads Board annually.
- In the event of parents wishing for his/her child to bring a mobile phone to contact the parents after school, the mobile phone must be handed into a staff member, then stored in the school office first thing in the morning and collected at the end of the day. (The phone is left at the owner's risk).
- Mobile phones brought into school and not handed in will be confiscated and returned at the end of the day. Parents/Carers will be contacted to ensure that they understand the rules regarding phones.

Where mobile phones are used in or out of school to bully or intimidate others, then the Principal has the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of students when they are off the school site.'

### **Mobile Phones – Parents**

The Trust would prefer parents not to use their mobile phones while in school, but it recognises that this would be impossible to regulate. The Trust asks that parents' usage of mobile phones, whilst on school sites is courteous and appropriate to the school environment.

The Trust allows parents to photograph or video school events such as shows, sport's day etc, using their mobile phones – but insists that parents do not publish images, for example on social networking sites, that include any children other than their own.

### **Lost or Stolen Mobiles**

The user is responsible at all times for the security of the mobile phone. A PIN number should be used on the mobile to enable maximum security. All confidential information, for example login details must be password protected and changed on a regular basis. If the phone is lost or stolen a member of the ICT team should be informed immediately. If this is not possible then contact the provider directly, quoting the PIN number to ensure that the account is stopped and there is no unauthorised usage. In the event of a theft of a mobile phone, the incident must also be reported to the police and an incident number obtained and used to report to the ICT Team.

### **Monitoring of Usage and Costs**

The Trust phone bills are monitored on a monthly basis and if a user's bill is over the designated monthly cost then the user is contacted by the ICT Team. If the reason for the

higher cost is work related then no extra cost is incurred, if the calls were personal then the Trust would bill the user for anything above the designated monthly fee. Mobile phones will also be subject to a tri-annual spot check, undertaken by a member of the ICT team to make sure that the phone has been used appropriately. The user will be told of the UK inclusive allowances when the phone is issued.

### **Mobile Phone Use Abroad**

The Trust phones used abroad will be charged at cost to the user unless the calls are required for school. Prior to the trip abroad that user must contact the IT department to give advice and to check the usage abroad. The user will switch off 'data roaming' unless internet access is needed as these may be charged at a premium rate abroad.

### **Policy Review**

The Trust considers the Mobile Phone Policy to be important and the Strategic Heads Board will undertake a thorough review of the policy and practice every 3 years.

**Published: March 2018**

**Review date: October 2019**

