**Protocol for Using Mobile Phones in School**

Spring 2017

**Summary**

This policy outlines Protocol for Using Mobile Phones in School for Fieldhead Carr Primary School.

This policy is intended to state the school's approach to acceptable mobile phone use.

| Author's Role | Computing lead |
|---|---|
| Date | Summer 2017 |
| Internal Review date | Summer 2018 |
| Review date | As changes |

## Introduction

The purpose of this protocol is to inform employees of the expectations of mobile phone use during their working hours. It is intended to give staff some broad guidelines regarding appropriate use of mobile phones, in the workplace or in the course of carrying out your duties.

This protocol will operate in conjunction with other policies including those for Child Protection, Staff Handbook, Safe Working Practise, Data Protection and Security.

## Use of mobile phones during the working day

The use of mobile phones by employees to make/receive personal calls and/or texts during the working day is discouraged for the following reasons (this list is not exhaustive)

- It does not set a professional and positive example to pupils, it is disruptive and interrupts lessons
- It is a nuisance/discourteous to colleagues (eg during meetings)
- It is a misuse of the school/authority's time and has the potential to impact on children's learning

Mobile phones should be stored securely within the setting during contact time with children. Mobile phones must not be used in any teaching area.

Any personal calls should be directed to the school's landline number so that a message can be relayed to the member of staff, when the member of staff is available, unless there is an emergency situation, where the message must be relayed to the employee immediately.

Employees using mobile phones during breaks should be respectful of their colleagues and mobile phones should not be used in front of pupils.

An increasing number of mobile phones now have built in cameras and have the capability to capture, copy and transmit images through a range of technologies and formats. Employees should not take or transmit images of pupils and colleagues on their personal mobile phone.

## Business use

Any employees, who have been provided with a mobile phone for business use, must ensure the mobile used is solely for this reason, unless express permission has been given that the phone can also be used for personal use.

## Security

Employees accessing emails using either their personal or business phones should have the appropriate secure systems in place to ensure should their phone be lost or stolen, the data cannot be accessed.

**On signing that they have read this policy, employees are declaring that their phone is password or pin protected.**

**Social Networking**

Employees should not access social networking sites via their mobile phones (business or personal phones) during working hours.

**Protection of Employees**

Employees should not provide parents or pupils with their personal mobile phone number.

Employees should refer to the School's Protocol for the use of texting/phoning parents where one exists.

**Mobile phones and pupils**

School has a separate policy which covers the use of mobile phones by pupils.

Employees should be aware that there may be occasions where pupils could provoke staff to gain a particular reaction which may then be recorded.

If an employee receives material deemed to be inappropriate or offensive, the images/text should be retained as evidence and referred immediately to the headteacher/line manager