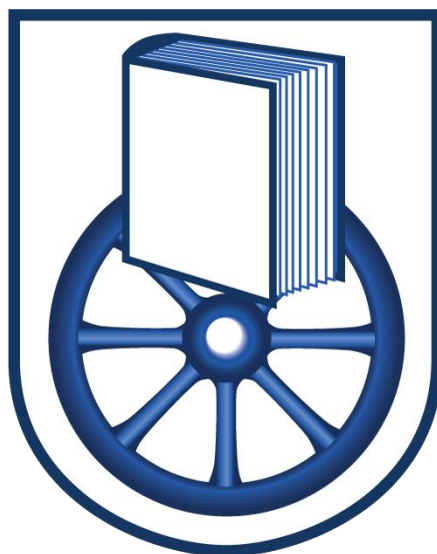


St Katherine's School & Nursery



Mobile Phone/Electronic Devices Policy

Creating our future by learning together

Date of Policy: September 2022

Review Date: September 2023

Use of Mobile Phones in School

St. Katherine's recognises that staff, children and volunteers may wish to have their personal mobile phones at school for use in an emergency. However, safeguarding within the school is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the school has implemented the following policy. The school has a bank of school mobile phones that are used in emergencies and if members of staff are accompanying a child or children offsite.

The phrase 'mobile phone' in this policy should be taken as referring to mobile phones/smart watches and all other electronic devices.

Staff Expectations

- Mobile phones are switched off/on silent during contact time with children, unless prior agreement is made with the Headteacher.
- They must store their personal mobile phones safely. The school cannot accept any responsibility for stolen or lost items.
- Mobile phones may only be used during morning/lunch break in an area where there are no children.
- They must never send texts, emails or images that could be viewed as inappropriate to colleagues, children or parents.
- Staff are allowed Smart watches/Apple watches; however, they must not use these to access the internet or receive calls or texts unless following the above rules.
- They must alert the Headteacher should they receive texts, emails or images that could be viewed as inappropriate from colleagues, children or parents.
- They must never photograph or film any child on their mobile phone or allow any other adult in school to do the same.
- It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.
- Where their mobile phone has access to e-mails they must ensure that their phones are password protected.
- For off-site activities staff will use the school mobile phones.
- If at any time it becomes necessary for staff to use their own mobile phone this might be agreed by the Headteacher or Deputy Headteacher. Phones can only be used if they have the technology to block caller ID and delete recent calls, so the number does not remain on the phone.
- Staff will ensure that any content brought on site via mobile phones and personal devices are compatible with their professional role and expectations.
- If a member of staff breaches the school policy, then disciplinary action can be taken.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, then the police will be contacted.
- Any allegations against members of staff involving personal use of mobile phone or devices will be responded to following the school's disciplinary policy.
- If any member of staff is transporting children, they must not use their mobile phone whilst driving.

Children:

- Only Year 5 and 6 children are allowed to bring mobile phones to school.
- Any electronic devices that can access the internet or acts as/can access personal mobile phones, such as and including Apple watches are not allowed in school.
- Fitness trackers/step counters are allowed if they have no other functions.
- On arrival on site their mobile phone must be switched off.
- In class it must be handed into the class teacher and NOT kept in their bag or on their person.
- They must not use any of the mobile functions while on the school site.
- If a child needs to contact his/her parents/carers they will be allowed to use a St Katherine's School & Nursery phone.
- During the school day, parents must only contact their child through the school office.
- Children should protect their phone numbers by only giving them to trusted friends and family members.
- If a child breaches the school policy, then the phone or device will be confiscated and will be held in a secure place in the school office and handed back to a parents/carer.
- School staff may confiscate a child's mobile phone or device if they believe it is being used inappropriately. The phone or device may be searched by a member of the Leadership team with the consent of the parent/carer.
- The school cannot be held responsible for the loss, theft or damage to a mobile phone.

Parents & Other Visitors:

- Mobile phones cannot be used by parents in the school where children are present.
- Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos inside of the school is not permitted.
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.
- Any individual bringing a personal device in to the school must ensure that it contains no inappropriate or illegal content.