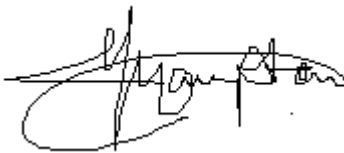


Roman Way Primary School

Mobile Device Policy

Issue Date	January 2024
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Reviewed and approved by Governors	
Name	Tanya Hampton
Signed	
Date	18 th January 2024

Review Date	January 2027
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General Statement of Policy

This policy provides guidance on the appropriate use of personal mobile devices by members of staff, visitors and pupils.

Camera mobile devices are becoming increasingly popular and often linked directly to the internet – this can include (but is not limited to) iPads, tablets, smart watches etc). A built in digital camera enables users to take high quality pictures, these can then be sent instantly to other mobile devices or email address. They can also be posted on the internet or in chat rooms. There is the potential for camera mobile devices to be misused in schools as they can become an instrument of bullying or harassment directed against pupils and staff.

Visitors

Visitors to school are asked hand their devices in at Reception to the Admin team and these are kept in a safe place. If a phone call is expected they are advised to inform the Admin team as they will endeavour to inform the visitor upon the call. If photos need to be taken, visitors can be offered a school iPad and then any necessary photos will be emailed over.

Staff

Staff use of mobile devices during their working school day should be:

- Outside of their contracted hours
- Discreet and appropriate e.g. not in the presence of pupils (mobile devices are not to be taken into the main building/any classrooms and are to be kept in the staffroom during the school day)

Mobile devices should be switched off and stored in a safe place not accessible by staff or children during the school day. School will not take responsibility for any items that are lost or stolen.

Where a phone call is expected upon the mobile phone, staff are advised to leave it with the Admin team and either advise whether they would like the Admin team to answer the call or endeavour to inform the member of staff when the phone rings. Staff are advised to give the school telephone number to be contacted upon during the school day.

School Excursions/residential trips – staff are required to take a mobile phone to ensure they have full contact with school in case of an emergency. In such cases staff are expected to carry the phone upon themselves and if appropriate ensure it is not on silent. Staff are reminded of policy to not use for any other reason other than in communication with school or in an emergency. Strictly no photos should be taken of the children or activities. A school camera or iPad should be used for any photos.

Staff should never contact pupils from their personal mobile device, or give them their mobile number to pupils or parents. If a member of staff needs to make telephone contact with a parent, a school telephone should be used where possible, if contact is needed and it is not possible to use a school phone (and must be made via a personal mobile phone), staff should ensure this is a last resort (e.g. necessary due to a lockdown - see COVID risk assessment, safeguarding and child protection COVID addendum and remote learning policy) and if it is necessary, staff are to ensure they withhold their number using 141.

Staff should never send to, or accept from, colleagues or pupils, text or images that could be viewed as inappropriate.

With regard to camera mobile devices, a member of staff should never use their device to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

This guidance should be seen as a safeguard for members of staff and the school. Staff should understand that failure to comply with this policy is likely to result in the enforcement of our disciplinary procedures.

Pupil

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Roman Way discourages pupils from bringing mobile phones to school due to the potential issues outlined above. We also discourage children bringing other devices (such as iPads, tablets, smart watches), particularly those which can be linked up to the internet and can take images.

When a child needs to bring a device (including and not limited to devices such as phones, iPads, tablets, smart watches) into school it should be left in the school office at the start of the day and collected at the end of the day. Devices should be clearly marked so that each pupil knows their own phone. Parents are advised that Roman Way accepts no liability for the loss or damage to mobile devices which are brought into the school or school grounds.

If a pupil is found taking photographs or video footage with a mobile device of either other pupils or members of staff, this will be regarded as a serious offence and disciplinary action may be taken according to the school's Behaviour Policy and Safeguarding/Child Protection Policy.

If images of other pupils or members of staff have been taken, the device will not be returned to the pupil until the images have been removed by the pupil's parent in the presence of a senior member of staff. Many devices, especially smart phones, immediately share photos within an iClouds or similar storage facility. Assurance needs to be given by a parent/carer that this is deleted.

Should a pupil be found to be using a device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Should parents need to contact their child or vice versa, this should be done following the usual school procedures: via the school office.

This policy supports the school's Health and Safety, Anti-bullying, Safeguarding, Acceptable use, Remote learning and E-safety policy.