



Cherry Tree School

Mobile Phone Acceptable Use Policy

Version	Date	Action
1	March 2023	Reviewed and updated following external safeguarding audit.
2	October 2023	Updated with further guidance around mobile phones on school visits

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Statement of Intent

At Cherry Tree School the welfare and wellbeing of our pupils 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 through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day and which are most susceptible to misuse- including the taking and distribution of images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Education Act 2002
- Equality Act 2010
- DfE (2022) 'Keeping children safe in education 2022'

This policy operates in conjunction with the following school policies:

- Online Safety Policy
- Disciplinary Policy
- Lone Working Policy
- Data Protection Policy
- Intimate Care Policy
- Staff Code of Conduct
- Behaviour Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Complaints Procedures Policy
- Child Protection and Safeguarding Policy

1 Scope

This policy applies to all individuals who have access to personal mobile phones on site. Staff mobile phones should be kept in the secure. If volunteers, contractors, governors, young people, parents, carers, and visitors request to keep their phone with them they must agree to adhere to the school policy.

2 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 and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners

- Have a clear understanding of what constitutes misuse
- Know how to minimise misuse
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegation
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Are responsible for self-moderation of their own behaviours
- Are aware of the importance of reporting concerns promptly

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

3 Personal Mobile Phones – Staff

3.1 Staff are not permitted to make/receive calls/texts during contact time with children. The school office number should be given for all emergency contact.

3.2 Staff should have their phones switched off or on silent and secured during class time.

3.3 Mobile phones should not be used in spaces where children are present e.g. classroom, around school, playground.

3.4 Use of phones (including receiving texts and emails) should be limited to non- contact time when and where no children are present e.g. office, staffroom, empty classrooms.

3.5 Social media apps should only be accessed on personal phones when not working and not in contact with children.

3.6 Employees accessing work emails using their personal mobile phone should have the appropriate secure systems in place to ensure the data cannot be accessed should their mobile phone be lost or stolen

3.7 Should there be exceptional circumstances e.g. acutely sick relative, then staff should make the Head Teacher aware of this, provide a family member with the school number and inform the office of the potential for an emergency phone call

3.8 Legitimate recordings and photographs should be taken using school equipment such as cameras or school mobile phones, tablets or other electronic devices

3.9 The school is not responsible for loss, damage or theft of any personal mobile devices

3.10 Inappropriate messages must not be sent to any member from the school community

3.11 Staff should report any inappropriate usage of mobile devices to the Head Teacher

4 School Trip Mobile Phones

4.1 We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- The school mobile phone is only to be used for communication with staff on the trip, in the event of an emergency and when contacting the school
- Only the school mobile phones, cameras or school electronic devices are to be used to take pictures/videos of children when on a trip
- These pictures/videos must be downloaded on a school PC on return and then deleted from the above devices
- No apps should be downloaded onto the mobile phone, other than those used by and added by the school such as SeeSaw/ParentApp
- Mobile phones should not be used to contact parents during a school trip – all communication is through the school office, unless the trip is an overnight residential visit
- Where parents are accompanying a trip they are informed not to use their mobile phone at any time for any reason. Preference is to leave their phone at home or in school whilst on the trip and provide the school mobile phone number for relatives to contact in the case of an emergency.
- Mobiles should never be used whilst driving – this is a criminal offence
- The trip leader, in conjunction with the School Business Manager is responsible for ensuring the mobile phones are charged and with credit before any trip
- All mobile phones, cameras and devices should be returned to school at the end of each trip and secured

5 Issue of Mobile Phones for work related purpose

5.1 Any employees who have been provided with a mobile phone for business use must sign the mobile phone user agreement (appendix 1) and follow all its conditions and procedures

5.2 The school will monitor usage on a regular basis

6 Use of the school landline

6.1 The school landline must only be used in connection with school business. Using the landline to make personal/private calls must only be carried out if permission has been obtained from a member of the Senior Leadership Team

6.2 The school landline must not be used to contact premium rate numbers

6.3 The school landline must not be used to promote any external private business

6.4 The school landline must not be used in a manner that could bring the school into disrepute

7 Personal Mobile Phones – Pupils

7.1 We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidation of others. Therefore:

7.2 Pupils are not permitted to use mobile phones in school or on school day trips or at PTA events in school.

However, children are allowed to take a mobile phone on a residential visit to a city as an emergency backup. There are strict protocols in place for the children's use of their mobile:

- Consent from parents to have the phone with them and that they take full responsibility for the use of the phone and any loss or damage
- Agreement signed by parent and child to follow school protocols around use of the phone
- Phone allowed to be used at agreed points during the day- as specified by staff
- Phones must be put away and not used when walking around the city
- Phones will be taken off the children once they are in their dormitories at bedtime
- Children will be given emergency staff contact details should they be separated from the group. These details will be in a sealed, numbered envelope given out on the first day of the trip and collected once the children are returning on the coach

7.3 If a parent wishes their child to have their mobile phone to walk home alone with the phone must be handed into the teacher who will put the phone in a locked box until the end of the school day

7.4 A child found using their mobile phone during the school day will have the phone confiscated until the end of the school day

8 Volunteers, Visitors, Governors and Contractors

8.1 All volunteers, Visitors, Governors, parents and Contractors are expected to follow this mobile phone policy whilst on the premises. On entry to the school an agreement of code of conduct is signed.

8.2 On entry the request is to that all phones must remain switched off or on silent whilst on the premises

9 Parents – events

9.1 It is school policy that we do not allow performances or events to be photographed or videoed. Parents are requested to respect this policy.

10 Dissemination

10.1 The mobile phone policy will be shared with staff and volunteers as part of their induction. It is also available on the website

11 Monitoring and Review

11.2 This policy will be reviewed every two years

**(None of our staff currently
School Mobile Phone User Agreement**

This agreement is between

..... **School and**

The following are conditions under which you the school employee will accept the provision of a mobile phone from the school.

The school retains the sole right of possession of the mobile phone and related equipment and may transfer the mobile phone to another employee if you do not or are unable to, for any reason, fulfil the requirements of this agreement.

Under this agreement the school will –

- 1 Provide a mobile phone for your sole use while you are a permanent full time or part time employee
- 2 Set up the mobile phone to enable you to connect to and make effective use of the network
- 3 Plan and manage the integration of the mobile phone into the environment and provide the professional development required to enable you to use the mobile phone effectively
- 4 Make a regular payment to the leasing company for the mobile phone (if applicable)
- 5 Monitor usage regularly

Under this agreement, you will –

- 1 Bring the mobile phone and charging unit to work each day and keep the mobile phone with you or within sight at all times
- 2 Transport the mobile phone safely using the cover issued with the phone
- 3 Use the mobile phone for work purposes only
- 4 Not permit any other individual to use the mobile phone
- 5 Take responsibility for any other individual using the phone
- 6 Provide suitable care for the mobile phone at all times and not do anything that would permanently alter the device in any way
- 7 Not use the mobile phone in ways which could damage the reputation of the school or your career
- 8 Turn off 'Cellular' in settings so there are no internet charges
- 9 Lock the mobile phone screen when not in use with a passcode
- 10 Immediately report any damage or loss of mobile phone
- 11 Immediately report any viruses or reduced functionality
- 12 Make arrangements for the return of the mobile phone and passcode if your employment ends or if you are away from school for an extended period

13 use mobile phone in a way which does not contravene the policies and procedures of the school including ICT Policy, Data Protection Policy, and Safeguarding Policy

14 Hand the phone to the Business Manager on request for regular checks of content and usage

15 Do not use the mobile phone whilst driving - it is a criminal offence

Insurance cover provides protection from the standard risks whilst the mobile is on school site or in your home but excludes theft from your car or from other establishments. Should you leave the mobile unattended and it is stolen, you will be responsible for its replacement and may need to claim this from your own insurance company.

Failure to agree or to abide by these terms will lead to the mobile phone being returned to the school and serious breaches may lead to disciplinary action.

I, agree to follow the terms laid out in the Mobile Phone User agreement

Signed by

Name Date

Mobile Phone Number

Serial Number