

St Patrick's Primary School and Nursery Unit



Mobile Phone Policy

Reviewed Sept '18

Mobile Phone Policy

Background

The policy defines and describes the acceptable use of ICT (Information and Communications Technology) and mobile phones for all members of our school.

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

The school does not take responsibility for loss or damage to mobile phones from any source.

School Responsibilities

The Board of Governors is responsible for ensuring that its employees act in a lawful manner; making appropriate use of school technologies for approved educational purposes only. The 'Staff Code of Conduct' , 'Acceptable Use of the Internet' and all other 'Safeguarding and Child Protection' policies and procedures will run in conjunction with this statement.

The Board of Governors is responsible for adopting relevant policies and the Principal, Leadership Team and IT Coordinator will ensure staff are aware, and have an understanding, of their contents.

The IT Coordinator(s) will be responsible for maintaining an inventory of ICT equipment including a list of school laptops, mobile phones and any/all other electronic devices and to whom they have been issued.

If the Principal has reason to believe that any ICT equipment has been misused, C2K, the EA Safeguarding Team or other relevant organisation (e.g. PSNI) will be contacted for the appropriate advice without delay. The appropriate strategy for the investigation of all such allegations will be initiated. Incidents will be investigated in a timely manner in accordance with agreed policy procedures.

The Principal will make it clear that internal school staff should not carry out any investigation. Where necessary, this will be carried out by appropriately authorised and qualified personnel.

It should also be noted that C2K employ 'CAPITA' as a third party provider to manage the internet filtering system. The core product is 'Websense (at the time of print)' which has been further modified to meet the requirements of the Northern Ireland Curriculum. The recommendations of the Bailey Report have also been considered by C2K. The safety of children is paramount.

User Responsibilities

Staff found to be in breach of this policy may be disciplined in accordance with accepted disciplinary procedures. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment. Users must report all suspected breaches of this policy to the Principal immediately.

The Board of Governors, Principal and Leadership Team (SMT) are responsible for ensuring that adequate induction, training and support is undertaken to implement this policy.

By logging on to school ICT systems, users agree to abide by this policy and all other relevant school / C2K policies that relate to the use of ICT in general.

Safeguarding

- Photographs are a valuable tool for recording and assessing children's activities and achievements in St Patrick's Primary School. Potential uses are identified in the **"Photography in School"** policy document
- Parents and Guardians will be asked to sign a response which gives consent for their child's photograph to be taken. Should consent be denied, parental rights will be respected and observed
- Mobile phones should **not be used** in a space where children are present (e.g. classroom, playground)
- Staff are **not permitted** to use any form of recording equipment/application on their mobile phones. This includes photographs, video or audio recordings of children
- Photographs will only be taken with digital cameras, **never with camera/mobile phones**
- Photographs may be printed, included in a child's record of achievement, displayed within the school or on school displays or used when advertising

the school. Parents/carers may see their child's learning records at any time. Photographs will only be stored on the school's C2K system, accessible only to teaching staff. Any photographs not required will be deleted. Permission for storing elsewhere, for specific purposes (e.g. staff training 'off-site') will only be given by the Principal on request. All computers are password protected and can be inspected at any time, without notice by the Principal or Vice-Principal. The C2K filtering system also monitors all activity on the school network at all times

Children and Mobiles

The following rules apply for the use of personal mobile phones: -

- While we recognise each parent's right to allow their child to bring a mobile phone to school, St Patrick's Primary School actively discourages pupils from bringing mobile phones to school
- If pupils bring mobile phones to school, the phones must remain switched off before entering the main school gate and given to the class teacher who keeps them in a central, visible position until the end of the day.
- Should parents need to contact pupils, or if your child needed to contact you for any reason, this should be done through the main school office
(Tel no. 028 276 41291)

- Where a pupil is found by a member of staff to be using a mobile phone, the following procedure will be evoked

On the first occasion, the pupil will be asked to: -

1. Report to the Principal, Vice-Principal or Designated Teacher (DT)
2. Give the phone to the Principal or Vice-Principal or DT
3. Remove and retain the 'sim' card and battery
4. Collect the phone at the end of the school day

On any successive occasion, the pupil will be asked to: -

1. Report to the Principal, Vice-Principal or Designated Teacher (DT)
 2. Give the phone to the Principal or Vice-Principal or DT
 3. Remove and retain the 'sim' card and battery
 4. Wait until a parent/guardian arrives to collect the phone from the above staff
- Pupils should never use their mobile phones to take photographs, video or audio recordings during school hours or on school premises/grounds
 - If images/recordings of other pupils or teachers have been taken, or are suspected of having been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of the Principal or Vice-Principal and a Parent/Guardian

- If a pupil is found taking photographs or video footage with a mobile phone, this will be regarded as a serious offence and **disciplinary action will be taken** in conjunction with the school's disciplinary procedures
- Parents are advised that St Patrick's Primary School accepts no liability for the loss or damage to mobile phones or other devices which are brought into the school or school grounds **without exception**
- Parents and Guardians are advised to talk to their child about who is entitled to receive their mobile phone number. This is essential in terms of protecting privacy and in ensuring inappropriate mobile phone activity is prevented

Staff and Mobiles

- The school accepts that employees will bring their phones to work
- Staff mobiles must be kept **switched off or on silent** at all times and not handled or answered during lessons or meetings, except with the permission of the Principal. Staff should not leave the classroom during lessons to use their mobile phones. Mobile phones may only be used during morning/lunch break in the staff room or in a location where no children are present. Any member of staff found using a mobile phone without permission may be subject to disciplinary action by the Board of Governors

- In the event that an employee has a particular reason for a specified period of time, they may request, via the Principal, that they leave their phone on during working hours
- Staff mobiles should be kept in a safe place and not left openly visible on display
- Only school cameras / devices will be used to photograph children during planned school activities. Cameras will never, for example, be taken into the toilets/changing areas. A child will never be photographed when they are changing clothes for an activity e.g. school concerts/assemblies. Teachers should never use their mobile phone to record any school activity or person(s) as previously outlined
- Only members of St Patrick's Primary School's staff who have been fully checked in accordance with Access N.I. guidance are permitted to take photographs within the school. The official school photographer or local press photographers will be permitted to take photographs strictly in accordance with the school's 'Photography in School' policy. Parents and Guardians who do not wish their child to be included in such photographs must inform the school in writing
- Staff are advised not to give their home telephone number or their mobile phone number to pupils or parents. Mobile phone communication should be used sparingly and only when deemed absolutely necessary.
- Photographs, video or audio recordings of staff or pupils should not be taken with mobile phones at any time

- Staff are advised not to make use of pupils' mobile phone numbers either to make/receive phone calls or to send/receive text messages
- Staff should communicate electronically with pupils from official school accounts for approved school activities **only**.
- Staff should not enter into instant messaging or any form of social networking communication with pupils

Links with other policies: -

- ICT Policy
- Use of Photographs
- Safeguarding and Child Protection
- Staff Code of Conduct
- Whistleblowing Policy

Review There will be regular review of this policy by the Board of Governors

Mobile Phone Policy Report of Misuse

Staff Name		Date	
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Pupil(s) Involved: <i>specify individuals</i>		Incident Reported by: <i>specify individuals</i>		
1		Child		
2		Teacher		
3		Teaching		
4		Supervisor		
5		Other Staff		

Nature of Misuse				
Phone turned on in school		Using mobile phone: Calls		Other / Details
Using Mobile: Text		Inappropriate storage of		
Suspected of taking		Witnessed taking		
Suspected of recording		Witnessed recording video		
Suspected of recording		Proof of recording audio		

Action Taken		
Misuse reported to and recorded by Principal, Vice-		Details
Mobile Phone inspected by Principal, Vice-Principal or DT		
Child to remove 'sim' card and battery		
Mobile Phone given to Principal, Vice-Principal or DT		
Phone placed in safe storage for pupil to retrieve end of		
Parental contact: Request to collect phone due to repeat		
Parental contact: Request to collect phone due to		
Phone returned to Parent/Guardian		

Other:		
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Signed		Date	
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