



## PURPOSE

The aim of this policy is to ensure that mobile telephones are used responsibly at Newtown Campus.

## SCOPE

This policy applies to trustees, staff, volunteers, students and parents and prospective students and parents, of the school.

## POLICY STATEMENT

The Mobile Telephone Policy is designed to set out the trust's procedures on the use of mobile telephones during school hours for both employees and students.

It is understood that the use of mobile telephones and similar devices can present a number of problems, including:

- Disruption to classes and the learning environment
- Discipline issues because of miss-use, theft, loss or damage
- Child protection issues, because of the unauthorised capture or distribution of images
- E-safety

The use of mobile telephones can play an important role in assisting staff keep in touch with the school or should the need arise emergency services, including:

- Educational Visits
- Off-site sports Activities
- When out on extensive school grounds

## PROCEDURES

At Newtown Campus, mobile telephone usage is the responsibility of the Board of Trustees delegated to the Senior Teacher, including ICT usage on a day to day basis.

**The Trustees will:**

ensure that staff know and operate the Mobile Telephone Policy, putting systems in place to deal with any breach of the policy and recommending any changes to the policy in the light of new circumstances arising.

**Students use**

Students are not allowed to have mobile telephones or similar devices in school, on school transport or school excursions and parents are asked to comply with this policy. Urgent messages for students must go through the main office and if a student needs to make telephone calls during school hours they must go to the main office for permission.

Any such items that are brought into school will be confiscated and returned at the end of the school day with a note for the relevant parent to ask that the phone or other device is not brought to school again.

In certain circumstances the school acknowledges that a parent may wish a child to bring a phone to school eg., for security purposes. In such circumstances, a permission slip should be obtained, the phone should be clearly labelled and it should be handed to a teacher on arrival at the school for safety. It will be returned at the end of the school day only.

Mobile phones will not be allowed on Educational Visits / short trips away from school. However, students may have their mobile phones when going on longer trips or when required within a specific risk assessment.

Appropriate action will be taken against any student who photographs or films other individuals without their consent, downloads or displays inappropriate material, or who sends harassing or threatening text messages or multi-media messages. Such activities will be reported to parents and dealt with under the relevant school policy: Behaviour Management Policy, Anti-Bullying Policy, ICT Policy and Procedures including E-safety and / or Child Protection and Safeguarding Policy and Procedures. Where they constitute a criminal offence, the Police may be involved.

**Staff Use**

Staff have a responsibility, as part of the Newtown Campus's Mobile Telephone Policy, to comply with the following usage:

Privately owned mobile telephones must be switched off during working hours. For teaching staff, 'working hours' is defined for this purpose as the times when their responsibilities include direct contact with children. Outside of these times, personal phones may be used discreetly in the staff room but not in the presence of students.

Urgent communications for members of staff must be directed through the main office during working hours.

The Trustees / Senior Teacher may agree exceptions to the above, for example when off-site or taking lessons on the playing field, and these will be detailed in the contextual information within the policy.

Staff should never contact students or parents from their personal mobile telephone, or give their mobile telephone number to students or parents. If a member of staff needs to make telephone contact with a student, a school telephone should be used.

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

Members of staff should never use the camera on their mobile telephone to photograph students or allow themselves to be photographed by a student.

It is a criminal offence for anyone to use a handheld telephone whilst driving. Use of hands-free equipment is prohibited, as this could lead to prosecution for failing to have proper control of a vehicle.

Where a mobile telephone has the ability to access the internet, and / or to receive and deliver e-mails reference should be made to the ICT Policy.

Staff should be familiar with the associated policies and procedures that support this policy

### **Visitors to Newtown Campus**

All Visitors to the Campus will be made aware of the Mobile Telephone Policy and be asked to turn mobile telephones off during their visit to the Campus. A notice to this effect will be on display in the reception area of the school.

Should they wish to make a telephone call, they will be invited to use the school telephone.

### **Education and Training – School Mobile Telephone, if applicable**

No training needs are identified for staff, unless the school provides a mobile telephone for visits off-site, in which case the basic operation of the mobile telephone will be demonstrated.

If the school has a mobile telephone for off-site activities, such phones should be signed out and in.

If the school does not have a mobile telephone, the Group Leader for the off- site visit will ensure that they, or another member of the supervisory group have access to a mobile telephone for emergency purposes.

The school will make arrangements for any private calls made from the school mobile telephone to be paid for by the individual (including VAT).

### **Confidentiality and Data Protection**

The school will hold a log of information about usage of school mobile telephones.

### **Misuse, Infringements and Complaints**

Complaints and incidents relating to misuse or infringements should be reported to the Campus Administrator / Senior Teacher, and be logged and appropriate action taken.

### **Cyberbullying**

Is covered in more detail in the Anti-Bullying Policy and Child Protection Policy and Safeguarding Handbook.

Cyberbullying, sexting and other trends amongst students must be treated as safeguarding issue as they are an aggressive, intentional acts carried out by a group or individuals using electronic forms of contact repeatedly over time against a victim who cannot easily defend themselves.

Some criminal laws may apply: Public Order Act 1986, Malicious Communications Act 1988, Protection from Harassment Act 1997, and Communications Act 2003.

## **CONTEXTUAL INFORMATION about Newtown Campus relevant to the Mobile Telephone Policy and its implementation in the Campus.**

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## **ASSOCIATED DOCUMENTS**

Anti-Bullying Policy  
Behaviour Management Policy – including DfE guidance: Searching, Screening and Confiscation February 2014  
Data Protection Policy  
Disciplinary Policy  
Enrolment Application Form / Home School Agreement  
ICT Policy and Handbook – internet security, website and Acceptable Use Agreement  
Parent Student Handbook  
Safeguarding Policy  
Staff Handbook  
Camera and Using Images Policy  
School Visitor Policy

## **ISSUED BY**

Focus Learning Trust

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Signed by Chair of Board of Trustees: .

At a Trust Meeting on (date): .

