



Introduction

- 1.1 Dallas Brooks Community Primary School is committed to providing an environment that is always conducive to learning. Accordingly, the learning environment should remain (as far as is practicable) free from disruption or distraction and should allow pupils to concentrate fully on their learning activities.
- 1.2 The unauthorised or inappropriate use of mobile phones* will not be tolerated, nor will any suggestion of using such devices as an instrument of bullying or harassment directed against students and/or staff.

**Throughout this policy the use of "mobile phone" should be taken to include all types of mobile phone, smartphone, iPhone and comparable electronic devices.*

2. Purpose and scope

- 2.1 This policy is designed to inform all staff of expectations regarding the use of mobile phones during working hours. It is intended to offer guidance to staff with regard to what constitutes appropriate (and inappropriate) use of mobile phones within the workplace or elsewhere whilst carrying out duties of employment, and additionally covers the potential consequences of misuse in contravention of the policy.
- 2.2 This policy is also of relevance regarding employees who are required to have access to a mobile phone owned by the school in order to carry out the duties of their post, including those employees required to undertake 'on-call' duties.

3. Key principles

- 3.1 Any mobile phones brought into school remain the responsibility of the individual owner. The school accepts no responsibility for the loss, theft or damage of personally owned mobile phones.
- 3.2 Mobile phones must not be used in for private or personal use during lessons or formal school time). Devices need to be placed in the Teacher space along with other personal items.
- 3.3 Use of mobile phones by staff during working hours for social networking activity (other than in accordance with curriculum use) is strictly prohibited.
- 3.4 Mobile phones are not permitted to be used in certain designated areas within the school premises such as changing rooms and toilets.
- 3.5 Staff members are not permitted to use their own mobile phones for contacting students or their families in a professional capacity (either on or off duty) other than in an emergency. In this contingency, staff should (wherever practicable) be issued with a school phone for this specific purpose and such usage (regardless of whether a personal mobile or a school mobile has been used) should be reported to a member of Principal class as soon as possible.
- 3.6 Staff should never give their personal mobile phone number to students or parents, nor should they store students or parents telephone numbers on their personal mobile

phone, as this facilitates the possibility of inappropriate contact from students and parents.

- 3.7 Staff should never send to (or accept from) colleagues or students any texts or images that could be perceived as inappropriate or offensive.

4. Use of personal mobile phones during the working day

- 4.1 The use of mobile phones by employees during teaching time is prohibited for the following reasons:

- it does not set a professional and positive example to students and parents.
- it is disruptive and interrupts teaching lessons
- it is a misuse of the school's time and has potential to impact adversely on the students' learning.

- 4.2 In certain circumstances staff for personal reasons may need to be given express permission to make or receive such calls. This needs to be approved by a member of Principal class.

- 4.3 Mobile phones must not be used in for private or personal use during lessons or formal school time). Devices need to be placed in the Teacher space along with other personal items, other than during an official break or at lunchtime.

- 4.4 Employees using personal mobile phones during their breaks should be respectful of their colleagues and mobile phones should not be used in front of students.

5. School mobile phones

- 5.1 Mobile phones are supplied to staff for work-related use only.

- 5.2 A written record must be maintained of all school mobile phones issued to staff. This record should identify by name the staff member responsible for any individual identifiable device.

- 5.3 Staff members are always responsible for the security of any school mobile phone issued to their care. The PIN code on the school mobile phone must be set on and the device should never be left unattended or (especially in vehicles) on display.

- 5.4 All staff must be aware of the importance of ensuring appropriate confidentiality and security when using mobile phones in public places.

- 5.5 Any loss or theft of a school mobile phone must be reported immediately to the school office as the school remains responsible for all call costs until the phone is officially reported lost or stolen.

- 5.6 Upon leaving the employment of the school, any staff member in possession of a school mobile phone must ensure that this device is returned to their manager.

6. Mobile phones and driving

- 6.1 The use of mobile phones (other than hands free) whilst driving a vehicle is illegal. Drivers should find a safe place to stop and turn off the engine before making or answering calls.

7. Camera mobile phones

- 7.1 There is significant potential for camera mobile phones to be misused in schools. These can all too easily become an instrument of bullying or harassment directed against students and/or staff members.
- 7.2 No member of staff should ever use his or her own mobile phone to photograph a student or students, or allow themselves to be photographed by students in inappropriate circumstances. School mobile phones may be used for this purpose with agreement.

8. Contravention of this policy

- 8.1 All staff should be fully aware that failure to comply with this policy is likely to result in disciplinary action. Additionally, in certain circumstances, failure to observe this policy may potentially lead to allegations of inappropriate behaviour likely to generate a child safe commissioner or Police investigation. Such enquiries may lead to suspension from work (in accordance with the disciplinary policy) pending relevant enquiries.
- 8.2 Any proven incident of this nature involving a student is likely to be viewed as a serious disciplinary offence warranting sanction up to and including dismissal for gross misconduct.
- 8.3 Accordingly, this guidance should be viewed as a necessary safeguard for both staff and students in addition to maintaining the valued reputation of the academy.

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Approved by	Principal
Next scheduled review date	2025