

# **Bolsover Infants and Nursery School**

## Mobile Technology Policy



This Policy has been written in accordance with the wishes of staff, children and Governors of Bolsover Infants and Nursery School.

Date Agreed.....

Signed.....

## **Bolsover Infant and Nursery School**

### **Preventing misuse by staff of mobile phones in school**

#### **Key Points:**

- Mobile phones can be misused by both staff and pupils
- They can become an instrument of bullying or harassment directed against pupils and teachers
- Mobile cameras can, at times be a useful tool for learning, but need to be used in conjunction with the safe guarding policies in place within school.

#### **1 Introduction**

1.1 Our school has a clear policy that pupils bringing mobile phones into school is not allowed, and this policy makes explicit reference to camera mobile phones.

1.2 This policy provides guidance on the appropriate use of personal mobile phones by members of staff, including the potential consequences of misuse.

1.3 Parents, students and other adults in class/on trips will also be asked to not to take their mobile phones into the classroom and all will specifically be asked not to use their phones or camera phones on school trips (see Educational trips and visits policy).

#### **2 Mobile Phones**

2.1 Staff use of mobile phones during the school day should be limited to breaks and lunchtimes and should only be done in staffrooms and away from children.

2.2 Mobile phones should be switched off and left in a safe place during lesson times. Staff should only make use of mobile phones in designated areas. The designated area is the staff room. If a private call needs to be made then a request for a room can be made to the Senior Leadership Team or the school office. Staff should not send and receive texts in classrooms or use personal camera phones at any time.

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

2.4 Staff should never store parents or pupil's telephone numbers on their mobile phone, as this allows the possibility of inappropriate contact.

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

2.6 Whilst on school trips staff may need to use their personal mobiles to inform school of their arrival, departure and or other issues. This should be carried out by the trip leader and be prearranged. Other school staff may need to carry a mobile phone for emergencies, they are not permitted to use these for personal calls/texts etc while out with the children and should not take photos with them.

### **3 Camera technology**

3.2 There is the potential for camera technology to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.

3.3 With regard to camera technology, a member of staff should never use their own technology to photograph a student(s), or allow themselves to be photographed by a student(s).

3.4 Teaching staff will be provided with camera technology including a digital camera, flip camera, webcam and ipad. These will belong to the school and can be used safely to take and upload images (in conjunction with the acceptable use of ICT policy, data protection issues and safeguarding arrangements). Staff are not permitted to use their own digital camera technology in school and should not access these pictures from any other personal devices.

3.5 Parents on trips will be asked not to use their mobile technology, including camera phones, whilst accompanying the trip. Any parent seen to be doing so will be asked, politely, to refrain from doing so while accompanying children.

### **4 Consequences of contravening this policy**

4.1 Staff should understand that failure to comply with the policy is likely to result in disciplinary action or, in certain circumstances, a child protection allegation. The latter might involve suspension from work pending a Police investigation. Any offence of this nature involving a student is likely to be viewed as a serious disciplinary offence up to and including dismissal.