STAFF MOBILE PHONE USE POLICY

Approved by:	Principal- Marie Fishwick		
Responsible department:	SLT		
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School Aims and Implementation

It is the primary aim of our school that every member of the school community feels valued, respected and that each person is treated fairly. We are a caring community, whose values are built on mutual respect for all in line with our equality policy.

Carlinghow Academy aims to provide children the opportunity to develop towards their full potential; academically, emotionally and socially:

- Providing the highest standard of education to enable children to acquire the skills, knowledge and concepts relevant to their future.
- Promoting an ethos of care, mutual respect and support, where effort is valued and success celebrated.
- Enabling children to become active, responsible and caring members of the school and wider community.

The school works towards these aims by:

- Promoting high quality learning and attainment.
- Providing a high quality learning entitlement and environment.
- Valuing each other and ourselves.
- Working in partnership with parents and the community.

1.   Introduction

1.1   This school is committed to providing an environment that is at all times conducive to learning. Accordingly this 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 with regard to 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

31.   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). They should be switched off (or set to silent) at all times.

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 senior member of school staff as soon as possible.

3.6   Staff should never give their personal mobile phone number to students, nor should they store students' 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 for the purpose of making or receiving personal calls and/or texts during the working day is discouraged for the following reasons:

- It does not set a professional and positive example to pupils and parents.
- It is disruptive and interrupts lessons
- It is often discourteous to colleagues (e.g. during meetings)
- It is a misuse of the school's time and has potential to impact adversely on the students' learning.

4.2   In certain circumstances certified trade union representatives and staff who are carers may need to be given express permission to make or receive such calls.

4.3   Any personal calls should routinely be directed to the academy's landline number so that a message can be relayed to the member of staff when he or she is available, other than in the case of emergency where the message must be relayed to the employee immediately.

4.4   Mobile phones should be switched off (or set to silent) whilst on school premises, other than during an official break or at lunchtime. Employees using personal mobile phones during their breaks should be respectful of their colleagues and mobile phones should not be used in front of pupils.

5.   Text messaging

5.1   Text messages are not an appropriate way of communicating with colleagues within a school or workplace setting as they are:

- Not a formal means of communication
- Capable of misinterpretation
- Unsuitable for the purposes of audit

5.2   It is never appropriate to communicate by text in instances of:

- Notifying a line manager or Principal of sickness absence (this should invariably be done by direct personal telephone contact in accordance with the contract of employment and agreed school procedures)
- The line manager contacting the employee during periods of sickness absence
- Notifying changes to working arrangements

6.   School mobile phones

6.1   Mobile phones are supplied to staff for work-related use only. Occasional and low-cost personal use will be tolerated only as and when related to work activity (for example, when working away from the school premises or outside of normal working hours in order to confirm safe arrival or notify delay etc.).

6.2   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 and should specify the time frame within which that individual holds responsibility.

6.3   Any discussions with senior staff in regard to mobile phone use out with the policy (such as in an emergency) must be documented in writing as soon as possible and must be countersigned by both parties (i.e. the senior staff member and the individual responsible for the mobile phone at the time of the emergency).

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

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

6.6   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.

6.7   School SIM cards must only be used in mobile phones owned by and provided by the school for educational purposes.

6.8   No school mobile phone is permitted to be used to call (or send text messages to) premium rate numbers or numbers outside the UK unless this is in relation to official business (e.g. on a school trip).

6.9   No personal numbers of staff members or students, nor any text or other messaging or photographs are permitted to be stored on school mobiles.

6.10   Necessary contacts, tasks and calendars should be stored using 'exchange server' to ensure back up of all contacts and to maintain security levels for both school and user.

6.11   All users to whom a school mobile phone has been issued must ensure that they have read and understood the school's policy on staff use of mobile phones and must confirm, by signing the acceptance form, their agreement to abide by the terms of this policy.

6.12   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.

7.   Mobile phones and driving

7.1   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.

8.   Camera mobile phones

8.1　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 pupils and/or staff members.

8.2　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 only in connection with making an official record of a recognised school activity.

9.　Contravention of this policy

9.1　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 protection investigation. Such enquiries may lead to suspension from work (in accordance with the disciplinary policy) pending police enquiries.

9.2　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.

9.3　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.

10.　Other policies and procedures

10.1　This policy will be supported by the following policies and procedures:

- Code of Safe Working Practice
- Disciplinary Policy
- Data Protection Policy