



Date	Review Date	Coordinator	Nominated Governor
October 2018	October 2020	Executive Head	Chair of Governors

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2014)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We recognise personal communication through mobile technologies is an accepted part of everyday life and we acknowledge that we have a duty to ensure that mobile phones are used responsibly at this school.

We understand parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety and that it gives parents the reassurance that they can contact their child instantly.

We believe children should not bring their mobile phones into school without permission from the Headteacher as we feel that mobile phones can cause disruption in lessons, the possibility of theft, loss or damage and also the possibility of safeguarding and child protection issues. If in the case of an emergency permission has been given then the phone must be handed into the leadership office on the arrival of the child to school. Parents will be contacted immediately if a child breaks this rule and will be asked to collect the mobile phone from the school office.

We are aware that recent research has shown that banning mobile phones from school premises adds up to the equivalent of an extra weeks schooling over a pupil's academic year. Therefore, we must annually consider the banning of mobile phones for use by pupils.

We believe parents and all school visitors have a responsibility not to use their mobile phones on school premises for the making or the receiving of phone calls and especially for the taking of photographs.

During the school day school personnel are restricted to using their mobile phones to break times and lunchtimes with their mobile phones being switched off during lesson times. It is the responsibility of all school personnel to keep their mobile phones securely stored.

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We acknowledge cyber bullying is the use of a mobile phone or the internet to deliberately upset another person. We have a responsibility to ensure that cyber bullying does not take place in this school by ensuring pupils, school personnel and parents understand what it is and how it can be prevented.

We have a duty to protect school personnel from the misuse of mobile phones by pupils as we are aware that there has been a nationwide increase in the practice of up-skirting or down blousing by pupils on school personnel which has had a detrimental effect on the wellbeing of school personnel.

All incidents of up-skirting or down blousing will be dealt with and the appropriate disciplinary action will be taken.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure mobile phones are not misused by pupils, school personnel, parents and school visitors.
- To ensure the safe and acceptable use of mobile phones.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;

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- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Executive Headteacher

The Executive Headteacher will:

- work in conjunction with the Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure pupils do not bring their mobile phones into school without permission;
- contact parents immediately if a pupil breaks this rule and they will be asked to collect the mobile phone from the school office;
- annually consider the banning of mobile phones for use by pupils;
- ensure parents and all school visitors have a responsibility not to use their mobile phones on school premises for the making or the receiving of phone calls and especially for the taking of photographs;
- ensure school personnel only use their mobile phones at break times and lunchtimes with their mobile phones being switched off during lesson times;
- ensure school personnel keep their mobile phones securely stored;
- ensure all incidents of up-skirting or down blousing are dealt with and will take the appropriate disciplinary action;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- report to the Executive Headteacher any incident of up-skirting or down blousing who will take the appropriate action;
- not use their mobile phones during the school day except at break times and lunchtimes;
- inform family members that in the case of an emergency that they can be contacted through the school day via the school office;
- be allowed only to use their mobile phones throughout the school day in the case of a personal emergency;
- switch off their mobile phones during lesson times;
- keep their mobile phones securely stored;
- not send or receive texts in classrooms;
- not use their camera phones at any time;
- not use their camera phone to photograph a pupil;
- not send or receive inappropriate texts or images;
- not allow a parent or a pupil to photograph them on a mobile phone;
- not give out their mobile telephone number to parents or pupils;
- use the school telephone to contact a parent and not use their mobile phone;
- not store parents or pupils telephone numbers on their mobile phones;

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- may use their mobile phone when attending an off-site educational visit, in cases of emergency or contacting other members of staff ;
- give mobile phone safety advice as part of the school's 'Keeping Safe' awareness training to all pupils;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- must not bring their mobile phones to school;
- be given sanctions if they:
 - ☐ bring their mobile phone into school without permission;
 - ☐ take images of others without their consent
 - ☐ display inappropriate material;
 - ☐ send harassing or threatening text messages
- bring their mobile phones to school in the case of an emergency and with the permission of the year leader;
- receive mobile phone safety advice which is part of the school's 'Keeping Safe' awareness training for all pupils. Mobile phone safety advice states:
 - ☐ Mobile phone number - only share this with friends and people you trust
 - ☐ Phone security - never loan your phone and when not in use lock your phone with a PIN code
 - ☐ Bluetooth - keep this switched off when your phone is not in use
 - ☐ Text, photograph or video - think carefully when you send a text, photograph or video
 - ☐ Advice - always ask for advice if you receive a text, photograph or video that upsets or concerns you
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- comply with this policy for the benefit of their children;
- not use their mobile phones on school premises for the making or the receiving of phone calls and especially for the taking of photographs;
- work in partnership with the school;
- be asked to take part periodic surveys conducted by the school;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website

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- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as newsletters and of end of half term newsletters
- reports such as Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
 - ☐ Risk assessment of the use of the school mobile phone when on an educational visit at home or abroad
 - ☐ Anti-cyber bullying
 - ☐ Acceptable Use
 - ☐ Internet Social Networking Websites
 - ☐ Equal opportunities
 - ☐ Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Acceptable Use
- Anti-cyber bullying
- Internet Social Networking Websites
- School Security

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Headteacher:		Date:	
Chair of Governing Body:		Date:	