



# The Orchards Federation

## Mobile Phone, Devices and Camera Policy

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Reviewed by	M. Fraser, A. Feeley
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# The Orchards

## Mobile Phone, Devices and Camera Policy

### Aims

At The Orchards School the welfare and well-being of our pupils is paramount. The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines.

### Objectives

- To clarify the school position in relation to mobile phones and cameras
- To ensure that mobile phones and cameras are only brought onto school premises with the permission of the Executive Headteacher / Head of School
- To keep children safe and to guard the privacy of pupils and staff especially when mobile phones have the capacity to take photographs and record video
- To ensure that photographs are not taken and that video recordings are not made of staff and pupils without the Executive Headteacher / Head of School's permission
- To ensure that on school premises pupils and staff have only safe access to the internet
- To ensure that education is free from interruption and disruption caused by mobile phones

### Scope

This policy applies to all individuals who have access to personal mobile phones and/or devices on site. This includes staff, volunteers, governors, children, parents and carers, visitors and contractors. This list is not exhaustive. This policy should be read in relation to the following documents:

- Safeguarding Policy
- E-safety policy
- Acceptable Use of the Internet policy and declaration form
- Child Protection Policy
- Code of Conduct (staff)

### Pupils

Some parents allow their children to have access to mobile telephones and digital cameras at home and in the community. There is normally no need for pupils to have a mobile phone or digital camera on school premises but we accept that there may be exceptional circumstances where parents see a need for their child to carry a mobile phone on their journey to and from school. In these exceptional circumstances parents may obtain a form and apply for permission for their child to bring a mobile phone onto school premises. Where this permission is given the pupil must comply with the requirements of this policy. Unless permission is granted mobile phones and cameras must not be brought onto school premises by pupils.

- Pupils will not be allowed to have mobile phones on school premises or to take them on visits or other school initiated activities unless their parents have sought and been granted permission to do so, by the Head of School
- Parents must apply to the Head of School for permission for mobile phones and cameras to be brought onto school premises by their child
- Parents seeking such permission are asked to sign a written agreement saying that they will abide strictly to this policy and they must ensure that the phone has parental controls to limit its access to

websites that are unsuitable for children

- Mobile phones and cameras brought onto school premises or on activities or visits by pupils without permission will be confiscated and parents will be required to visit the school to have the phone returned to them in person
- Pupils who have been given exceptional permission to bring a mobile phone to school must switch it off and hand it in to the class teacher on arrival and seek its return at the end of the school day
- Mobile phones may very occasionally need to be accessed by school staff to monitor their use or content. Parents would always be consulted if this was deemed necessary.

### **Volunteers, Visitors, Parents and Carers**

- All home/school communication during the school day must be done through the school telephone system or school mobile.
- On arrival, all volunteers, visitors, governors and contractors will be informed of our expectations around the use of mobile phones/devices
- Pupils, parents or other adults must not take pictures or make video recordings with mobile phones or with any other cameras or devices on the school premises (including the field) without the Executive Headteacher's permission
- Whilst on school premises or school visits, pupils and others may only use the internet via the school computer system. Mobile phones must never be used on school premises or on school activities to connect to the internet unless the Executive Headteacher has given permission
- Where parents and carers are accompanying pupils on school trips, they should not use their devices to take photographs of children or access social networking
- Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate

### **Staff and Governors**

- Staff should have phones off or on silent away from view when in the vicinity of pupils
- Staff are not permitted to use mobile phones during teaching time, assemblies, on playground duty or while supervising children – with the exception of trips and visits where their use is permitted to facilitate the health and safety of the members of the party
- If photographs of pupils are required for display or curriculum evidence these may only be taken on a school camera
- Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable
- In cases of an exceptional circumstance (e.g. domestic emergency/acutely sick relative), staff must seek permission from a member of the Senior Leadership Team
- Staff should switch their connectivity settings to the school wireless network when in school as this ensures that there is no access to social networking sites or private email during the school day
- Staff should report any usage of mobile devices that causes them concern to the Executive Headteacher / Head of School

### **Outcomes:**

This policy will ensure that parents and the school work in harmony to ensure the safety and privacy of pupils and staff. It will also ensure that the teaching, learning and education of pupils is not interrupted by mobile telephones. The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.

**Mobile Phone Policy - Permission Agreement:**

**Parent / Guardian**

1. I have read and understand the Phones Policy of The Orchards Federation
2. I agree to abide by the conditions set out in the school policy
3. I understand that mobile telephones must be switched off on school premises and on any other school activity unless permission has been given by Head of School.
4. My child will switch the phone off and hand it into the school office as soon as s/he arrives in school. The school will take care of the phone once it has been handed in but it will only accept phones on the understanding that it will not be held responsible for theft, loss or damage to the phone whilst it is their care. Parents must ensure that the phone is covered at all times by their own insurance.
5. I understand (4 above) and agree that I will not hold the school responsible for loss or damage to the phone whilst it is in their care
6. I will ensure that there are appropriate parental controls on the telephone that restrict it from access to unsuitable and inappropriate websites. I will ensure that those controls are switched on and I will check the phone before it is taken into school to see that it has only been used appropriately and contains no unsuitable or illegal content in its memory.

Parent Name (print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pupil's Name (print) \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Date: \_\_\_\_\_