



*Be all you can be*  
Hayes School

## **Mobile Devices Policy**

### **Introduction and Aims**

At Hayes School, the welfare and well-being of our pupils is paramount. The aim of the Mobile Devices Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile device user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile devices (including mobile phones, tablets, watches and other communication devices) are effective communication tools.

It is recognised that it is the enhanced functions of many mobile devices that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices with the capacity to be used as a form of communication, either through the device itself or any application stored on the device.

### **Scope**

This policy applies to all individuals who have access to personal mobile devices on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- Child protection and Safeguarding Policy
- Anti-Bullying Policy

### **Staff Code of conduct**

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counter-productive. An agreement of trust is therefore promoted regarding the carrying and use of mobile devices within the setting, which is agreed to by all users.

### **Personal Mobile Devices - Staff**

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their devices on silent or switched off and out of sight (e.g. in a drawer, handbag) during class time.
- Mobile devices should not be used in a space where children are present (eg. classroom, playground) except for purposes crucial to the smooth running/safety of the school as determined by the Headteacher (e.g. calls by designated staff regarding safety, security, technical issues, etc).
- Use of devices (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their device.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their device in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile devices, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should report any usage of mobile devices by any party that causes them concern to the Headteacher.

### **Mobile Devices for work related purposes**

We recognise that mobile devices provide a useful means of communication on offsite activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional e.g. contacting parents, arranging bookings. accommodation/transport/catering, etc, (and will never include taking photographs of children).
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their device to take photographs of children.

### **Personal Mobile Devices - Pupils**

We recognise that mobile devices are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

Hayes School's Policy is:

- the device must be handed in, switched off, to the teacher first thing in the morning and collected from them by the child at home time. The school will take every reasonable care, however the device is left entirely at the owner's own risk. Hayes School accepts no responsibility for lost or damaged devices, however caused).
- Mobile devices brought to school without permission will be confiscated and returned at the end of the day.

### **Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile device policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile devices.

### **Parents**

We ask all parents to ensure they do not use their mobile devices while on the school premises. Parents will only be allowed to use their devices when given express permission when attending a performance or other school event – **but we request that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

### **Dissemination**

The mobile devices policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.