

Hall Grove Mobile Phone Policy

Also see Safeguarding, Mobile Phone Policy, Staff Handbook and ICT Acceptable Use Policy for Staff.

Introduction

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

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

Key points to be included in the policy

- Staff use of mobile phones during the school day should be limited. Mobile phones should be switched off and left in a safe place during lesson times. Staff should only make use 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 Management Team or the school office. Staff should not send and receive texts in classrooms or use camera phones at any time. Staff should never contact students from their personal mobile phone, or give their mobile phone number to students. If a member of staff needs to make telephone contact with a parent, a school telephone should be used.
- Staff should never store parents or pupil's telephone numbers on their mobile phone, as this allows the possibility of inappropriate contact.
- Staff should never send to, or accept from anyone, texts or images that could be viewed as inappropriate.

Camera technology

- There is potential for camera phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.
- With regard to camera mobile phones, a member of staff should never use their own phone to photograph a student(s), or allow themselves to be photographed by a student(s).

Consequences of contravening this policy

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.