

## Waycroft Academy

### Mobile Phone Policy – Pupils, parents and staff

#### Rationale

Waycroft Academy has drawn up the following Acceptable Use Policy for mobile phones that provides pupils, parents and teachers with guidelines and instructions for the appropriate use of mobile phones during school hours.

In order for pupils to carry a mobile phone to school, pupils and their parents/carers must agree and sign the Acceptable Use Policy.

Waycroft Academy accepts that in exceptional circumstances parents give their children mobile phones to protect them from everyday risks involving personal security and safety.

It is the responsibility of pupils who bring in mobile phones to school, to adhere to the guidelines outlined in this document. The decision to provide a mobile phone to their children should be made by parents or carers and as such parents should be aware if their child takes a mobile phone to school.

#### Guidelines for Pupils and Parents

- Waycroft strongly discourages pupils from bringing mobile phones to school.
- If a pupil needs to bring a mobile telephone to school a request in writing needs to be made to the Principal.
- If a pupil needs to bring a mobile telephone to school for one day in an emergency, parents need to seek verbal permission from the Principal or Vice Principal.
- The phone **must** be clearly labelled with the child's name, switched off and given in to the office on arrival at school.
- The phone must be collected at the end of the school day from the office.
- The phone must be concealed whilst leaving the school premises.
- Where a pupil is found with a mobile in school, including the playground, the phone will be taken from the pupil and placed in the office. Parents will be contacted to collect the phone.
- If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Principal will decide an appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by an appropriate person.



- Please talk to your child about the appropriate use of text messages as they can be used to bully or offend.

Parents are advised that Waycroft accepts no liability for the loss or damage to mobile phones which are brought into the school.

### Guidelines for Staff

Staff use of mobile phones during their working school day should be:

- Outside of their contracted hours.
- Discreet and appropriate e.g. Not in the presence of pupils.
- ALL Personal mobile phones should be switched off and left in a safe place **between 8.45 and 12.00noon and 1.10 and 3.20.**
- The Academy will provide mobile phones for those members of staff who need a mobile phone to carry out their role.
- School will not take responsibility for items that are lost or stolen.
- Staff should never contact pupils or parents from their personal mobile phone, or give their telephone number to pupils or parents.
- If a member of staff needs to make contact with a pupil or parents, a school telephone or the school texting service should be used.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- With regard to camera mobile phones, a member of staff should never use their phone to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).
- This guidance should be seen as a safeguard for members of staff, the school and our families.
- Staff should understand that failure to comply with the policy is likely to result in the enforcement of our Whistle Blowing Policy and associated procedures.
- Staff may use their mobile phones for essential contact with school when off site during and outside school hours.

This policy supports the school's Health & Safety, Anti-Bullying, Child Protection and Internet Acceptable Use Policies. It has been endorsed by the Governors and will be monitored, reviewed and amended as required.