



Coppice Junior School

Mobile Device Policy

Committee with oversight for this policy:	Full Board
Policy ratified and adopted by Full Governing Body:	October 2022
Review frequency:	Annually
Policy due for renewal:	October 2023

Headteacher Mark Knowles

Date

Chair of Governors Jo Bromige

Date

Aim

Our aim is to have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of mobile phone and cameras around children

Staff Acceptable Use:

- Coppice Junior School allows staff to bring in personal mobile telephones and devices for their own use. Mobile phones may be used in the Office areas and the Staff room.
- They may also be used in other parts of the school before 8.45a.m and after 3.30p.m provided they are child free areas.
- All staff and Volunteers must ensure that their mobile telephones/devices are stored away throughout contact time with children. Staff bags should be placed in a secure place within the classroom or in their personal locker. Lockers are provided for staff to use and are located in the staffroom. Mobile phones must not be visible to children at any time.
- Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device.
- If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the office or the staff room.
- All staff need to ensure that the main office has up-to-date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher or SLT. Concerns will be taken seriously, logged and investigated appropriately.
- Mobile phones must never be used to take photographs of children.
- If there is a concern about the image content of a member of staff's mobile phone, the Head Teacher reserves the right to check the image content or contact the police. Should inappropriate material be found then the police and Solihull's Children's Safeguarding will be contacted immediately.
- Only school owned cameras and devices should be used and photographs should be downloaded on to school computers only. Photographs must be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and in an effective way to record their progress and development. Any suspicious activity will be reported directly to an SLT member. Photographs of children should always be taken when they are in open spaces and visible by other adults. Photographs should not be taken on a 1:1 basis or when alone with a child under any circumstances.
- Permission to take photographs of children at school must be granted by the parents/carers. Staff should take all reasonable action to obtain permission as we recognise that photographing children's learning and development is an excellent assessment for learning tool. However, if parents do not wish for photographs to be taken, they can opt out. Parents can also specify if they consent to photographs being used in school, on published material or both.
- It is the office staff's responsibility to maintain records of parental consent and ensure that photographs are used in accordance with parents/carers wishes.

Parents Acceptable Use:

- Parents/carers are able to use mobile phones to record school assemblies and other events, but are asked to respect the wishes of other parents and limit their recording to their own child(ren). Senior members of staff are always present at these events to monitor the recording taking place. At the beginning of every event parents are verbally reminded not to share any recordings on social media of any kind.
- If a parent is also a member of staff they are able to record their own child in line with the statement above.

Children's Acceptable use:

- Children are discouraged from bringing phones to school.
- If a pupil has to bring one to school then a parent should complete a permission form from the office.
- The phone must be handed to the office where it will be kept secure until the end of the day when it can be collected. (During times of COVID restrictions pupil's phones will be kept in a secure location within the classroom)
- If a child is found with a phone in school then it will be taken and stored at the office until a parent can collect it.
- Parents are advised that the school accepts no responsibility for loss or damage to any mobile phone which is brought into school.
- If a child needs to contact a parent/guardian during the day they, or they can ask the secretary to contact home for them.
- Pupils personal phones are not to be taken on residential trips

Educational visits, Sporting events and Outdoor learning:

- Members of staff are able to take school cameras and ipads to events to record events.
- Staff must take the school mobile with them on all visits, sporting event, swimming lessons and outdoor learning so they can be contacted.
- If an event is likely to continue after the end of the school day a member of staff must take a list of contact numbers for parents and contact them using the school mobile phone if necessary.
- The school mobile number can be made available to parents if required.

The Den:

- The Den has its own mobile which parents can use to contact the Den staff members.
- All of the above policy also applies to Staff, Pupils and Parents at the Den.

