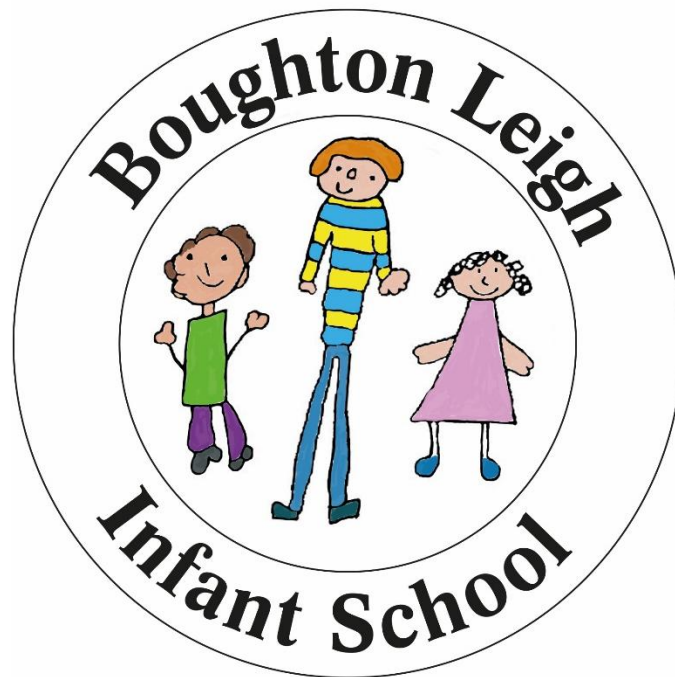


# Mobile Device Policy



**Caring, Sharing and Learning together as we grow**

June 2023

Review: September 2026

**Signed by Chair of Governors:**

**Date:**

This policy provides clear guidance on the use of mobile devices in school by staff, visitors and pupils.

## **1. Introduction**

**1.1** This policy provides guidance on the appropriate use of personal mobile devices by members of staff and pupils.

**1.2** Boughton Leigh Infant school has a clear policy on allowing pupils to bring mobile devices into school, and this policy makes explicit reference to camera mobile devices.

## **2. Camera Mobile Devices**

**2.1** Camera mobile devices are becoming increasingly popular. A built in digital camera enables users to take high quality pictures. These can then be sent instantly to other mobile devices or e-mail addresses. They can also be posted on the internet or in chat rooms.

**2.2** There is the potential for camera mobile devices to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.

## **3. Staff Policy**

**3.1** Staff use of mobile devices during their working school day should be:

- ✚ Outside of their contracted hours
- ✚ Discreet and appropriate e.g. Not in the presence of pupils

**3.2** Mobile devices should be switched off and left in a safe place during lesson times. There are lockers available in classrooms and offices and the school will not take responsibility for items that are lost or stolen.

**3.3** Staff should never contact pupils or parents from their personal mobile device, or give their mobile device number to pupils or parents. If a member of staff needs to make teledevice contact with a pupil, a school teledevice should be used.

**3.4** Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

**3.5** With regard to camera mobile devices, a member of staff should never use their device to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

**3.6** Use of school equipment and systems should only be used for school-related activities. Illegal or inappropriate use of school equipment or communication systems may result in disciplinary action and in serious cases could lead to an employee's dismissal. (**Section 42** *Use of school premises, equipment and communication systems, Staff Behaviour Policy*)

**3.6** This guidance should be seen as a safeguard for members of staff, the school and the Local Authority and is detailed in **section 12** *Communication with children and young people, Staff Behaviour and conduct policy*.

**3.7** Staff should understand that failure to comply with the policy is likely to result in the enforcement of our whistleblowing policy (*section 31 Staff behaviour and conduct policy*) and associated procedures.

#### **4. Pupil Policy**

**4.1** While we fully acknowledge a parent's right to allow their child to bring a mobile device to school, Boughton Leigh Infant school discourages pupils from bringing mobile devices to school due to the potential issues outlined above.

**4.2** When a child needs to bring a device into school, the mobile device must be left in the school office at the start of the day for safekeeping and collected at the end of the day. Devices should be clearly marked so that each pupil knows their own device. Parents are advised that Boughton Leigh Infant School accepts no liability for the loss or damage to mobile devices which are brought into the school or school grounds.

**4.3** Where a pupil is found by a member of staff to be using a mobile device, the device will be confiscated from the pupil, handed to a member of the school office team who will record the name of the pupil and attach to the device. The mobile device will be stored by the School Office. The pupil may collect the device at the end of the school day. A letter will be sent home to the parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the device until an appropriate adult collects the device from a senior teacher.

**4.4** If images of other pupils or teachers have been taken, the device will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies. It has been endorsed by the Governing Body and will be monitored, reviewed and amended as required.