**e-Policy – Handheld Devices including Mobile Phones**

**Context**

This policy should be read particularly in conjunction with the Tutorial Foundation policy “Safeguarding and Child Protection”.

Additional supporting information is given in the Appendix at the end of this document

Within The Tutorial Foundation e-Safety is regarded as of high importance, and a cornerstone of our Safeguarding responsibilities. The obligations, rules and expectations for the school, staff and students are laid out below:

This policy sets out what is ‘acceptable’ and ‘unacceptable’ use of mobile phone and handheld devices by the whole school community (students, staff and visitors) while they are at School or undertaking school activities away from school.

This applies to all individuals who have access to personal and/or work-related handheld devices within the broadest context of the setting. It includes children and young people, parents and carers, practitioners, managers, volunteers, students, governors, visitors, contractors and community users. This list is not exhaustive.

It is to be recognised that it is the enhanced functions of many handheld devices that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse include the taking and distribution of indecent images, sexting, exploitation and bullying.

It must be understood that should handheld devices be misused, there will be a negative impact on an individual’s safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to children and young people, so the needs and vulnerabilities of all must be respected and protected.

Mobile phones and handheld devices can also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and other hand held devices by the school community, and thereby to protect the School’s staff and students from undesirable materials, filming, intimidation or harassment.

## Overarching issues and Rules

* IN CASE OF BREACH OF ANY OF THE RULES BELOW all mobile phones and personally-owned devices will be handed in at reception, to be returned at the end of the school day.
* Mobile phones will not be used ANYWHERE ON SCHOOL PREMISES during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
* Mobile phones and personally-owned devices brought into school are entirely at the staff member, students’ & parents’ or visitors own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.
* Staff members should avoid using their phones during the school day.  
  All visitors are requested to keep their phones on silent.
* The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided; except where it has been explicitly agreed otherwise by the headteacher. Such authorised use is to be monitored and recorded. All mobile phone use is to be open to scrutiny and the headteacher is to be able to withdraw or restrict authorisation for use at any time if it is to be deemed necessary.
* The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand held devices may be searched at any time as part of routine monitoring.
* Where parents or students need to contact each other during the school day, they should do so only through the School’s telephone. Staff may use their phones during break times. If a staff member is expecting a personal call they may leave their phone with the school office to answer on their behalf, or seek specific permissions to use their phone at other than their break times.
* The Bluetooth function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.
* No images or videos should be taken on mobile phones or personally-owned mobile devices without the prior consent of the person or people concerned.
* It is totally unacceptable to use phones or emails with sexual or offensive content.

## Students’ use of personal devices

* IN CASE OF BREACH OF ANY OF THE RULES ABOVE AND BELOW All mobile phones and personally-owned devices will be handed in at reception ,to be returned at the end of the school day.
* Mobile phones will not be used ANYWHERE ON SCHOOL PREMISES during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
* The School strongly advises that students’ mobile phones should not be brought into school.
* The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety.
* Students’ mobile phones which are brought into school must be turned off (not placed on silent). They must remain turned off and out of sight until the end of the day.
* If a student breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents or carers in accordance with the school policy.
* Phones and devices must not be taken into examinations. Students found in possession of a mobile phone during an exam will be reported to the appropriate examining body. This may result in the student’s withdrawal from either that examination or all examinations.
* If a student needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
* Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.
* Students will be provided with school mobile phones to use in specific learning activities under the supervision of a member of staff. Such mobile phones will be set up so that only those features required for the activity will be enabled.

## Staff use of personal devices

* Staff handheld devices, including mobile phones and personal cameras must be noted in school – name, make & model, serial number. Any permitted images or files taken in school must be downloaded from the device and deleted in school before the end of the day.
* Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.
* Staff will be issued with a school phone where contact with students, parents or carers is required.
* Mobile Phones and personally-owned devices will be switched off or switched to ‘silent’ mode. Bluetooth communication should be ‘hidden’ or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
* If members of staff have an educational reason to allow children to use mobile phones or a personally-owned device as part of an educational activity then it will only take place when approved by the senior leadership team.
* Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose.
* If a member of staff breaches the school policy then disciplinary action may be taken.
* Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting students or parents, then a school mobile phone will be provided and used. In an emergency where a staff member doesn’t have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes.
* It is unacceptable to use emails or phones with a sexual or offensive content.
* Policy Sign off and review

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|  | **By whom** | **Date** |
| **Policy signed off by** | Julia Low | 15.01.16 |
| **Reviewed by** | Tim Low | 30.01.2019 |
| **Next Review By** | Julia Low | 31.01.2020 |