



# Holy Trinity Church of England Academy Mobile Phone Policy

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Date Ratified	Nov-26
Date Reviewed	Nov-27
Signed by Chair of the Board of Governors	A Gedling

This policy ensures that mobile phones and similar devices do not disrupt learning, protect children from online risks, and maintain a safe, respectful school environment at Holy Trinity Church of England Academy.

### **Use of phones by staff**

Staff are not to use mobile phones during teaching time or in any learning environment. This ensures that there is a reduced risk of digital imagery. This includes making and receiving calls, sending/receiving text messages and accessing the Internet. Mobile phones must be stored securely during teaching time and may be accessed in the staffrooms/PPA room **ONLY DURING STAFF BREAKS**. Whenever possible, staff should use a land line to make calls for work related purposes.

If staff are out on trips or courses, the school mobile phone may be used for contacting school.

In emergency circumstances when staff are required to use a mobile phone permission must be sought from the Headteacher.

**Failure to adhere to this policy may result in disciplinary action.**

### **Use of phones by children**

There is no reason for children to bring mobile phones to school.

We appreciate, however, that there are occasions when it is useful for parents to be able to contact older children directly by mobile telephone: this applies particularly to those pupils who travel to or from school on public transport; and to pupils who are involved in after-school activities. In these instances, mobile phones will be kept securely by the class teacher. The school office can deal with any messages needing to be passed on to children. The following rules have been devised with that in mind:

**Generally children should not to bring a mobile telephone to school.** The school office will assist if they need to make a telephone call home; and the School Administrator is always more than willing to allow children to ring home from the office when that is appropriate.

**If a mobile telephone is brought to school by a child, [for emergency travel purposes]** the school can accept no responsibility for loss or damage to the telephone. As with all valuable property, the pupil should hand the telephone to the class teacher for safe keeping.

**If a mobile telephone is brought to school, it must be switched off during the school day.** For the purposes of this policy, the school day runs from 08.55 am until 3.20pm. If parents need to contact pupils during the school day, the School Office telephone number is 0191 4562413

**If a member of Staff discovers a mobile telephone in use by a child during the day,** it will be removed, sent to the school office and may only be recovered by parents.

**Use of phones by parents**

Parents/visitors are advised to switch off mobile phones in the vicinity of school.

Volunteer helpers MUST switch off mobile phones whilst in the school.

No parent/visitor will be advised not to use a mobile phone to take photographs of children to safeguard the welfare of all children and avoid data protection issues with regard to inappropriate capture, use or distribution of images.

**Social Media**

Parents, carers, staff, governors, visitors and pupils, staff must all refrain from discussing the Academy, uploading photographs of/or related to the Academy on social media websites (including Facebook, Instagram etc.).

**Mobile Phones**

The use of mobile phones as digital cameras is expressly forbidden in school at all time to safeguard the welfare of all children and avoid data protection issues. Staff should use digital cameras provided for this.

**Internet Access**

Please see "Acceptable and Responsible Internet Policy" for information relating to mobile Internet access.

**Mobile Phones and Driving**

Staff must not use hand held mobile phones whilst driving.

This policy will be reviewed annually in line with safeguarding and digital safety guidance.