

**ACCEPTABLE USE
MOBILE 'PHONE POLICY**

STAFF

FOREST OAK SCHOOL

&

MERSTONE SCHOOL



November 2017

Related Documentation
Safeguarding Policy
E-safety policy
DfES Guidance 'Keeping Children Safe in Education'
'Working Together to Safeguard Children'

This acceptable usage policy is for schools to outline present rules and expectations for using mobile ‘phones in the schools. This acceptable usage policy applies to all staff. A copy of this policy must be signed before any adult can bring a ‘phone onto school site.

Purpose:

- The widespread use of mobile ‘phones means that the schools need to ensure they are used appropriately and that pupils are kept safe
- The schools recognise the potential for ‘phones and cameras to be used inappropriately and compromise the confidentiality of our children in our schools
- The acceptable use policy is designed to ensure that potential issues can be identified and addressed
- These guidelines and instructions must be followed by staff during school hours or out of school activities when pupils are present
- There is guidance for parents and visitor regarding the use of ‘phones on school site and on educational visits

Responsibility:

- Staff bring ‘phones into school must not have them on their person during lesson times or at any time when pupils are present
- Staff should inform family members of the main school ‘phone number so that in the case of an emergency they can be contacted.
- ‘phones can be used at break times outside the front of the building, in an empty room or in the staff room
- No member of staff without permission from the Principal should give their personal ‘phone number to a parent or pupil
- No member of staff will on any occasion use the camera function on their ‘phone either in school or on educational visits

School ‘phones:

The following people have a school issued mobile ‘phone for school business only:

- Pebbles nursery
- Learning Mentor
- Child & Family Support Worker
- Site Manager
- Educational visits ‘phones

Responsibility for mobile ‘phones:

The schools accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile ‘phones. It is the responsibility of staff to ensure that ‘phone are properly insured.

I observe all the restrictions outlined above and agree to comply with them on its use.

Signed _____

Date _____

PRINT NAME: _____