



Grove School

**Mobile telephone
acceptable use policy
October 2018.**

Mission statement:

"Enjoy, learn, achieve"

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Mobile telephones acceptable use policy

1. Aim of the policy.

The increased use of mobile telephones requires that staff, agency professionals, parents, pupils and volunteers take steps to ensure that mobile phones are used safely and responsibly on the school site.

The following policy provides guidelines for all regarding the acceptable and appropriate use of mobiles in school and on educational/residential visits.

2. Why do we have a policy for the acceptable use of mobile phones?

- The use of mobile phones can be disruptive to learning
- Mobile phones are vulnerable to theft, loss or damage
- The use of phones as cameras or video recorders could lead to safeguarding and data protection risks with regard to unauthorised capture and/or distribution of images

3. Statement on the use of mobile phones and cameras

Personal mobile phones and cameras should not be used in teaching areas by staff or visitors during the hours when children are on site. If a member of staff needs to take or respond to a personal call then the PPA room, staffroom or outside the grounds can be used for this purpose. This applies to staff contracted by school e.g. agency professionals, site contractors.

When visitors to school and agency professionals sign in at the main school office, the administrative team overseeing their signing in will verbally remind visitors and professionals that the use of mobile telephones is prohibited in all spaces where there are children and should they wish to make or respond to a call this must be done in the staffroom or outside the school site.

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Pupils are not allowed to bring mobile telephones onto the school site without the express written request from a parent, and response, in writing, from the head teacher. This is a rare event and is only granted where a parent and school has concerns about a child's safety.

Administrative staff, building site supervisors and members of the senior management team have been issued with a school mobile telephone and are authorised to use mobiles allocated by school in school time for school related issues. These telephones can be checked and use verified by the head teacher. The school has mobile telephones for use in the Forest School areas, by the staff taking pupils off site for educational visits and for staff taking children swimming.

Parents are requested to switch off mobiles when they enter the school building. Any parents using a mobile phone on site will be asked to turn it off by any member of staff who observes use. All staff have a responsibility to be vigilant and act straight away. Parents may use mobile telephones for photography purposes in assemblies, usually at the end of an assembly and an image/s taken of their own child. Staff must maintain vigilance at these times and address any behaviours which concern them, paying particular attention to any requests from parents and carers who do not wish their child to be photographed.

Staff can use school mobiles whilst on off site visits. These phones will be provided by school. The telephone number is recorded on the risk assessment for the visit.

4. Statement on the photographing of pupils on and off site.

Parents have the right to request, in writing, not to have their child photographed. This request should be made to Mrs P Matty, Head teacher.

Staff can photograph pupils for the following reasons using cameras and recording equipment allocated by school:

- To record a pupils progress and inform observations
- To record events on site and off site that children participate in
- For display purposes
- Photographs taken by staff are processed and printed on school premises

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Should images be published on the school website or used for promotion/training out of school the permission of parents must be requested.

In response to *GDPR* school have written to each parent requesting permission to photograph their pupil. Information about consent is stored on the school's system.

Appendix A

Letter to parents requesting photographic consent