

MOBILE PHONE AND SOCIAL NETWORKING POLICY (SEPTEMBER 2021)

Introduction

At Keresley Grange Primary School and Keresley Newland Primary Academy the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

Related Policies

- Child Protection
- Staff Code of Conduct
- Educational Visits
- Internet Policy

Use of mobile phones

Pupils

Year 6 children may bring their mobile telephone into school; however, they are not permitted to have their phone about their person. The phone must be handed into the School Office at the start of the day and collected at the end of the day. The phone must be switched off. Parents of children who bring in their phones must complete and sign a written permission form about the use of their phones in school. The school will not accept any responsibility for any damage or loss caused to mobile phones while in school. See Appendix 1 for a copy of the form.

Staff

Staff may bring in personal mobile telephones. We acknowledge that many people working in school now wish to use their mobile phones for some work related business, including checking emails, calendars and school websites and Apps.

However –

- Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their mobile phone.
- Staff must ensure that there is no inappropriate or illegal content on the device.
- Staff must keep their mobile telephone in a safe place during lesson time/contact time with the children (bag, cupboard) and it must be turned off or on silent.
- School cannot take responsibility for personal items that are lost or stolen in school.
- Mobile phones may only be used for calls, text messages or to check personal business during staff breaks or in staff members' **own time**. If staff have a personal emergency, they are free to use the school landline telephone. It is the responsibility of individual staff to ensure that their family are aware of the school telephone number in the case of emergencies.
- If mobile phones are used in school, this must be done away from any children in an appropriately discrete location.
- If any staff member has an acute family emergency or similar and required to keep their mobile telephone to hand, the Headteacher should be notified that this is the case.
- Mobile phones must **never** be used to take photographs in school. The school digital cameras and iPads should be used for this purpose.

Parents, Visitors and Contractors

Parents, visitors and contractors are respectfully requested not to use their mobile telephones in any area where children are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid unnecessary disturbance or disruption to others, eg the staffroom or school office. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content. No parent, visitor or contractor must take photographs of children using their mobile phone.

We acknowledge that some parents will wish to use their mobile phones to take photographs or record videos of events that their own children may be in at school (eg assemblies, sports day). At such times, parents will be reminded about only using these images and recordings for personal reasons and for them to never be shared on Social Media. This will be kept under review by the Governors.

Social Networking

Social media and social networking sites play an important role in the lives of many adults and youngsters. We recognise that sites bring risks, but equally there are many benefits to be reaped. This document gives clarity to the way in which social media are to be used by pupils and school staff at Keresley Grange and Keresley Newland.

There are five key areas

- A. The use of social networking sites by pupils within school.
- B. Use of social networking by staff in a personal capacity.
- C. Creation of network accounts by staff for use in education.
- D. Comments posted by parents/carers.
- E. Dealing with incidents of online bullying.

A. The use of social networking sites by pupils within school.

If social media sites are used by pupils as part of the computing curriculum then staff should carry out a risk assessment to determine which tools are appropriate.

The school Code of Conduct states sanctions for breaching the policy.

B. Use of social networking by staff in a personal capacity.

It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them **to protect their professional reputation** by ensuring that they use their personal accounts in an appropriate manner.

Guidelines are issued to staff:

- Staff must never add pupils as friends into their personal accounts.
- Staff must not post pictures of school events without the Headteacher's consent.
- Staff must not use social networking sites within lesson times.
- Staff need to use social networking in a way that does not conflict with the current National Teacher's Standards.
- Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
- Staff must not post negative comments about the school, pupils, parents or colleagues including Governors.
- Staff should read and comply with 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'.

Inappropriate use by staff should be referred to the Headteacher in the first instance or LADO (Local Authority Designated Officer).

C. Creation of network accounts by staff for use in education.

All social media services must be approved by the Headteacher in advance of any educational work being undertaken.

D. Comments posted by parents/carers.

Parents and carers will be made aware of their responsibilities regarding their use of social networking. Methods of school communication include the prospectus, the website, newsletters, letters and verbal discussion.

- Parents are not expected to post pictures of pupils other than their own children on social networking sites.
- Parents should make complaints through official school channels rather than posting them on social networking sites.
- Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.

Any comments on social media sites that could be interpreted as bringing the school into disrepute will be handed to the Local Authority Legal Team who will decide on an appropriate course of action.

E. Dealing with incidents of online bullying

The schools e-safety and/or Anti Bullying Policy makes sanctions regarding bullying using new technologies very clear.

The school can take action against incidents that happen outside school if it:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another pupil or member of the public or
- Could adversely affect the reputation of the school.

Use of social networking sites to harass, bully or intimidate would be covered by this irrespective of when/where the post was made.

Breaches of this policy

Any breach of this policy may lead to disciplinary action being taken against the staff member/s involved in line with the school Disciplinary Policy and Procedure. A breach of this policy leading to breaches of confidentiality, or defamation or damage to the reputation of the school or its memberships or any illegal acts or acts that render the school liable to third parties may result in disciplinary action or dismissal.

Appendix 1 – Permission form for Year 6 children bringing mobile phones into school
Mobile Telephone Parental/ Guardian Permission Form

Name of child:

Class:

Make and serial number of the telephone:

Mobile telephone number:

I give permission for my child, (named above), to bring a mobile telephone to school. I understand that the telephone should be put in the box at the beginning of the school day and will be returned to my child at the end of the day. I also understand that it is my child's responsibility to collect the phone at the end of the day.

I understand that the school accepts no responsibility for the mobile telephone and although the school will take all reasonable measures to ensure that it is stored safely; Keresley Grange / Keresley Newland or its representatives will not accept any claims for loss or damage. The school will not accept any responsibility for how mobile phones are used by children on the way to, or out of, school.

If my child fails to abide by the rules stated in the school policy, I understand that Keresley Grange / Keresley Newland may withdraw permission allowing my child to bring the mobile telephone to school.

Signed: Parent/Guardian

Date: