



The Thomas Adams School

Policy Statement

Staff and Student Mobile Phones

Updated August 2017

Reviewed by Governors

Thomas Adams School Mobile Phone Policy

The purpose and Importance of Mobile Phone Policy

Thomas Adams School recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

Ensuring the Safe and Appropriate Use of Mobile Phones

Thomas Adams School allows staff to bring in mobile phones for their own personal use. However, they are not allowed to be used in the toilets or changing rooms at anytime. If staff fail to follow this guidance, this should be reported to the Headteacher who will decide if disciplinary action should be taken. Staff do use mobiles to check emails but this obviously should not be done in a teaching situation.

We do ask that staff keep on their mobile phones in a 'lockdown' situation but do **not** use them to phone out in this situation.

If staff need to make an emergency call, they must do so in the Staffroom or office area.

Staff must ensure that there is no inappropriate or illegal content on the device. Mobile phone technology may not be used to take photographs without checking with BJH that the students are not on our central list of those for whom photographs are banned. There are digital cameras available within the school and it is preferable that these are used to record visual information.

Members of staff may only contact a parent/carer on school approved mobile phones.

When children undertake a school trip or journey, mobile phone use by adult leaders whilst on duty should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved telephones.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use a school office or the staffroom.

Neither are volunteers or visitors permitted to take photographs or recordings of the children without the Headteacher's permission.

MOBILE PHONES

- Mobile phones must be switched off and in bags as soon as students enter the school grounds.
- Students are not allowed to use mobile phones at any time during the school day. If there are circumstances where parents need to contact their child then they must ring reception to get a message passed on to them. If there is an urgent reason why a student needs to check or use their mobile, they must do so in the Pastoral area, asking permission of the staff there.

NB: If students have mobile phones/headphones out during school time the devices will be confiscated, returned to the student at the end of the day in the first instance but parents/carers will need to collect them thereafter. This is to support a more positive learning attitude around the school. We do not set out to inconvenience parents but will enforce this policy so ask that parents discuss this fully with their children so that they take full responsibility for their actions.