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|  | Name of School | Corbets Tey School |
| | Policy Review Date | 3rd November 2020 |
| | Next Review Date | Autumn 2021 |
| | Reviewed by | Governor Name: Jeff Stafford Governor Signature:  |

Mobile Phone & Handheld Device Policy

This policy sets out what is 'acceptable' and 'unacceptable' use of mobile phone and handheld devices by the whole school community (students, staff and visitors) while they are at school or undertaking school activities away from school.

This applies to all individuals who have access to personal and/or work-related handheld devices within the broadest context of the setting. It includes children and young people, parents and carers, practitioners, managers, volunteers, students, governors, visitors, contractors and community users. This list is not exhaustive.

It is to be recognised that it is the enhanced functions of many handheld devices that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse include the taking and distribution of indecent images, exploitation and bullying.

It must be understood that should handheld devices be misused, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to children and young people, so the needs and vulnerabilities of all must be respected and protected.

Mobile phones and handheld devices can also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and other hand held devices by the school community, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment.

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

Where the school is referred to in this policy, the policy and the following procedures apply to all staff working for Corbets Tey School on all sites including at the Routes4Life provision.

Students

- The school strongly advises that student mobile phones should not be brought into school.
- The school accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety (eg: those who travel independently).
- Student mobile phones, which are brought into school, must be turned off (not placed on silent) and handed in to the school office on arrival at school. They must remain in the office until the end of the day.
- Where parents or students need to contact each other during the school day, they should do so only through the school's telephone.

Staff

- Staff members may only use their phones during school break times, away from students.
 - No personal device should be used to record, take or share of images, video and audio on school premises at any time. No device with any capability to record an image should be taken into any toilet area or any area where intimate care may be carried out.
- The school reserves the right to search the content of any mobile or handheld devices on the school premises, where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand-held devices may be searched at any time as part of routine monitoring.
- Staff may use their phones during break times. If a staff member is expecting a personal call they may leave their phone with the school office to answer on their behalf, or seek specific permission to use their phone or keep their phone switched on other than at their break times.
 - Teaching Assistants can request this permission from their class teachers.
 - Class teachers can request this permission from the Headteacher and Deputy Headteachers.
 - Admin Staff can request this permission from the Business Manager.

Visitors

- All visitors to classrooms are requested to keep their phones switched off or kept switched to silent.
- All visitors must keep their phones out of sight, in their pocket/bag, while on the school premises

General Rules

- **The recording, taking and sharing of images, video and audio on any mobile phone is prohibited.**
- The school has sets of iPads, still and video cameras for school staff to use within classes and on school trips.
 - Photos and videos should be transferred to the staff shared 'T' drive on the school network on the same day as they are taken or as soon after as is reasonably possible. Any remaining data will be removed weekly from these mobile devices.
- Mobile phones brought into school are entirely at the staff member, student/parent or visitor's own risk. The school accepts no responsibility for the loss, theft or damage of any phone or hand-held device brought into school.