



USE OF MOBILE PHONES AND LAPTOPS POLICY with COVID-19 Addendum September 2020

Revised: Autumn 2020

Next revision: Autumn 2021

DEFINITIONS

The following terms shall have the following meanings for the purposes of this document: -

the School means Clifton All Saints Academy

STAFF POLICY

- Mobile phones should be switched off and left in the staff room or the front office during lesson times. The School cannot take responsibility for items that are lost or stolen.
- Staff may access their mobile phones during lunch time and in the staff room, front office or off the School premises only.
- Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the School telephone in the office.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) without the prior express permission of the Senior Leadership Team.
- School laptops, if taken home, must contain no images of children. Images must be transferred onto the server in school. Laptops must be kept in a secure location overnight.
- School laptops must not be used for on-line shopping or social networking. Their use should be limited to preparation, planning and assessment. Assessment data is loaded onto Target Tracker, which is an online area for data storage.
- School cameras and iPads must be kept in a secure place and photos downloaded on a regular basis and then deleted from the device. Personal cameras should not be used without the prior express permission of the Senior Leadership Team.

PARENTS, VISITORS AND VOLUNTEERS

- All visitors and volunteers who are in school when children are on the premises will be required to leave their phones in the front office for the duration of their visit, including contractors.
- Contractors who require their phone will only be permitted in areas where there are no children.
- For Class assemblies, special events and performances, parents will be permitted to retain their phones to photograph their own children but will be reminded at each event that no pictures should be uploaded to any social networking site.
- When parents visit the School for the purpose of having lunch with their child they will be required to put their phone in an envelope which they mark with their name and these will be retained by the front office and returned when the parent signs out.

PUPILS

- Children are not permitted to bring mobile phones to school under any circumstances. If a child is found with a mobile phone it will be removed from them and parents will need to collect it from the front office at the end of the day.



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ADDENDUM IN LIGHT OF COVID-19 PANDEMIC

- In light of the need for staff to be able to contact the front office in cases of emergency but staff and children need to remain in their “bubbles”, staff are permitted to have their mobile phones with them at all times during the day, both in the classroom and outside on the playground or field.
- Mobile phones **must** be on silent all the time and must only be used for emergency calls.
- Mobile phones **must not** be used to take photographs when in school unless the prior express permission of the Headteacher has been sought for an exception to this. If possible iPads should be used for all photography in school.
- If a mobile phone is used for a photograph, it **must** be immediately downloaded when back in school and then immediately deleted from the phone.
- Mobile phones **must not** be used to access social media in school outside of the staff room.
- Any use of mobile phones other than in accordance with the policy and this addendum may result in disciplinary action.