



## Staff Mobile (Smartphone) Use Policy

*The wellbeing of our school community is at the heart of all that we do and is linked to our Core Values of Belief, Effort, Community & Kindness. These values help us to better understand and improve the wellbeing of our school community with this policy, and all others, being consistent in promoting those values.*

**Approved by:** [Name]

**Date:** [Date]

**Last reviewed on:** [Date]

**Next review due** [Date]  
**by:**

## **1. Introduction**

- 1.1 This school is committed to providing an environment that is at all times conducive to learning. Accordingly this environment should remain (as far as is practicable) free from disruption or distraction and should allow pupils to concentrate fully on their learning activities.
- 1.2 The unauthorised or inappropriate use of mobile phones\* will not be tolerated, nor will any suggestion of using such devices as an instrument of bullying or harassment directed against students and/or staff.

*\*Throughout this policy the use of “mobile phone” should be taken to include all types of mobile phone, smartphone, iPhone, comparable electronic devices and smart wearable devices that connect to your mobile phone. E.g. Smart watches.*

## **2. Purpose and scope**

- 2.1 This policy is designed to inform all staff of expectations regarding the use of mobile phones during working hours. It is intended to offer guidance to staff with regard to what constitutes appropriate (and inappropriate) use of mobile phones within the workplace or elsewhere whilst carrying out duties of employment, and additionally covers the potential consequences of misuse in contravention of the policy.
- 2.2 This policy is also of relevance with regard to employees who are required to have access to a mobile phone owned by the school in order to carry out the duties of their post, including those employees required to undertake ‘on-call’ duties.

## **3. Key principles**

- 3.1 Any mobile phones brought into school remain the responsibility of the individual owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones.
- 3.2 Mobile phones must not be used in for private or personal use during lessons or formal school time). They should be switched off (or set to silent) at all times.
- 3.3 Use of mobile phones by staff during working hours for social networking activity (other than in accordance with curriculum use) is strictly prohibited.
- 3.4 Mobile phones are not permitted to be used in certain designated areas within the school premises such as changing rooms and toilets.
- 3.5 Staff members are not permitted to use their own mobile phones for contacting students or their families in a professional capacity (either on or off duty) other than in an emergency. In this contingency, staff should (wherever practicable) be issued with a school phone for this specific purpose and such usage (regardless of whether a personal mobile or a school mobile has been used) should be reported to a senior member of school staff as soon as possible.
- 3.6 Staff should never give their personal mobile phone number to students, nor should they store students’ telephone numbers on their personal mobile phone, as this facilitates the possibility of inappropriate contact from students and parents.

- 3.7 Staff should never send to (or accept from) colleagues or students any texts or images that could be perceived as inappropriate or offensive.

#### **4. Use of personal mobile phones during the working day**

- 4.1 The use of mobile phones by employees for the purpose of making or receiving personal calls and/or texts during the working day is discouraged for the following reasons:

- it does not set a professional and positive example to pupils and parents.
- it is disruptive and interrupts lessons
- it is often discourteous to colleagues (eg during meetings)
- it is a misuse of the school's time and has potential to impact adversely on the students' learning.

- 4.2 In certain circumstances certified trade union representatives and staff who are carers may need to be given express permission to make or receive such calls.

- 4.3 Any personal calls should routinely be directed to the school's landline number so that a message can be relayed to the member of staff when he or she is available, other than in the case of emergency where the message must be relayed to the employee immediately.

- 4.4 Mobile phones should be switched off (or set to silent) whilst on school premises, other than during an official break or at lunchtime. Employees using personal mobile phones during their breaks should be respectful of their colleagues and mobile phones should not be used in front of pupils.

- 4.5 Using personal mobiles for work purposes

See the school's policies on educational visits.

See the schools' policies on supervising residential visits

In some circumstances, it may be appropriate for staff to use personal mobile phones for work.

Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips.
- Multi Factor Authentication.

In these circumstances, staff will: Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct. Refrain from using their phones to contact parents. If necessary, contact must be made via the school office.

## 5. Mobile phones and driving

- 5.1 The use of mobile phones (other than hands free) whilst driving a vehicle is illegal. Drivers should find a safe place to stop and turn off the engine before making or answering calls.

## 6. Camera mobile phones

- 6.1 There is significant potential for camera mobile phones to be misused in schools. These can all too easily become an instrument of bullying or harassment directed against pupils and/or staff members.
- 6.2 No member of staff should ever use his or her own mobile phone to photograph a student or students, or allow themselves to be photographed by students in inappropriate circumstances. **A school device must be used.**
- 6.3 Where school devices have been used in connection with making an official record of a recognized school activity the images must be downloaded to the school OneDrive folder and deleted from the device before the end of the working day.

## 7. Contravention of this policy

- 7.1 All staff should be fully aware that failure to comply with this policy is likely to result in disciplinary action. Additionally, in certain circumstances, failure to observe this policy may potentially lead to allegations of inappropriate behaviour likely to generate a child protection investigation. Such enquiries may lead to suspension from work (in accordance with the disciplinary policy) pending police enquiries.
- 7.2 Any proven incident of this nature involving a student is likely to be viewed as a serious disciplinary offence warranting sanction up to and including dismissal for gross misconduct.
- 7.3 Accordingly, this guidance should be viewed as a necessary safeguard for both staff and students in addition to maintaining the valued reputation of the academy.

## 8. Other policies and procedures

- 8.1 This policy will be supported by the following policies and procedures:
- Disciplinary Policy
  - Data Protection Policy

Version	From	To
1	January 2025	