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| Wibsey Web Logo |

**WIBSEY PRIMARY SCHOOL**

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| **Use of Mobile Phones Policy** |

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| Agreed by GovernorsDate:  | Full Governors | x |
| Finance and General Purposes |  |
| Teaching and Learning |  |
| Signed on behalf of Governing Body by Chair of Committee: |  |  |
| Approved  |  |  |
| Review |  |  |

The term ‘phone’ in this policy denotes mobile phones and all other portable digital devices including wearable technology such as smartwatches.

The School recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety.

**Use of Personal Mobile Phones for Staff**

* ***The school recognises that personal mobile phones have the potential to be used inappropriately. Mobile phones should never be used to take photographs or videos of children***
* Personal mobile phones should not generally be needed or used by staff, except as set out in the guidelines below.
* Should staff need to use their mobile phone, best practice is that mobile phones, wherever possible, should not be used in the presence of the children.
* Mobile phones should not be used during lesson times either to make or receive calls, unless there is an emergency.
* Staff should never give their mobile phone number to any pupils. This also includes past pupils under the age of 18 years.
* Staff should never give their mobile phone number to any parents, who are not personal friends/relatives. The school is aware that some staff members are also parents at the school and therefore have friends who are other parents.
* Trips and Visits Offsite: The staff member in charge should take one of the school mobile phones when off site. This phone should be used when communicating with school and parents. Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
* No photographs, videos or images of children should be captured using a personal mobile
* The caretaker, Joanne Cunningham and the deputy caretaker, Lisa Broadbent will use their mobile phone when communicating with school and to be contactable by school at all times.

**Use of mobile phones and devices to access school emails/365/2 face authenticator**

* Staff may need to use a 2-face authenticator in order to access their school emails/files in school via Microsoft 365, CPOMs and other software.
* Phones must have 2 step authenticators (passcode/face/fingerprint recognition) in order for them to download the authenticator or access school emails.
* Phones should be used swiftly to use this and to be away from children

**Use of Mobile phones by pupils**

When in UKS2, children may bring phones to school only to enable them to contact parents/carers or be contacted at the end of the school day.

* Phones should be switched off and handed into the phone box which is then locked in the school office through the day.
* They are not to be used during the day, including during any breaks and are not to be used for any purpose other than for contacting parents/carers.
* We are aware that phones have access to the internet via 3G and 4G access and this is one of the reasons that phones are not allowed to be used during the school day.
* Children are not to turn their phones on until they leave the school ground.
* No pictures/video are to be taken when in school.