

Iceni Academy

Mobile Phone Policy Revised 2016

Iceni Academy has drawn up the following Acceptable Use Policy for mobile phones that provides pupils, parents and teachers with guidelines and instructions for the appropriate use of mobile phones during school hours.

Iceni Academy accepts that in exceptional circumstances parents give their children mobile phones to protect them from everyday risks involving personal security and safety.

It is the responsibility of pupils who bring in mobile phones to school, to adhere to the guidelines outlined in this document. The decision to provide a mobile phone to their children should be made by parents or carers and as such parents should be aware if their child takes a mobile phone to school.

Under no circumstances can photos be taken of children or adults without their permission. This includes in the playground or at school events.

Acceptable Use Policy

Parents are reminded that in cases of emergency, Iceni Academy office remains the first point of contact and can ensure your child is reached quickly, and helped in any appropriate way.

Mobile Phones must be handed into the office on entry into school – they will then be securely stored.

Mobile Phones will be returned to the pupil at the end of the day.

Mobile phones should not be taken on any school excursions by pupils; staff will take mobiles for emergency contact. This is following ECC guidance and policy.

Iceni Academy accepts no responsibility for pupils who lose or have their mobile phones stolen or damaged while travelling to and from school.

Where a pupil is found with a mobile in school, including the playground, the phone will be taken from the pupil and placed in the office. Parents will be contacted to collect the phone.

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police.

If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by an appropriate person.

If a mobile device is used to support cyber bullying in school hours then this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police.

Staff

Staff may have their mobile phones in their classrooms to use in case of school emergencies.

Apart from emergencies mobile phones may not be used when lessons are taking place.

If staff wish to make private calls they must do so in their break times and not in front of pupils or in the corridors.

Social networking sites should only be accessed during breaktimes adhering to the e-safety policy.

Staff are not permitted to answer phonecalls in any meetings in school unless prior agreement has been reached with the leader of the meeting.

Chair of Governors