

Staff

Staff personal use of mobile phones during the working day should be:

- outside of their contracted hours – i.e. lunch time and break time
- discreet and appropriate and not in the presence of pupils

Exceptions to this are:

- when an urgent message is shared on the school 'WhatsApp' group
- when using ClassDojo to reward pupils or to contact a parent
- contacting other staff members in the case of an emergency – i.e. when a child or adult is in danger
- when there is a personal/family emergency. The headteacher needs to be informed so that suitable cover is arranged.

Mobile phones should be on silent and left in a safe place during lesson times. Mobile phones should not be used in any meetings. Personal phones should not be used to photograph pupils. This should be done on a school camera/ipad or on the school mobile phone.

The school cannot take responsibility for personal items that are lost or stolen.

Staff should never make telephone contact with pupils or parents from their personal mobile phone (unless they can hide their number) 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. Using the classdojo app to contact parents is acceptable. In exceptional circumstances an arrangement can be made between parents and school staff and authorised by SLT e.g. contacting the parents of a diabetic child in an emergency.

This guidance should be seen as a safeguard for members of staff and the school. Staff should understand that failure to comply with the policy can result in disciplinary action.

Parents, Visitors or Volunteers

Parents, visitors or volunteers are requested not to use their mobile phones while in school. Phones should be on silent and out of sight.

Adults, visitors or volunteers either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fair and only of their own children.

Adults, visitors or volunteers in school should only use their mobile phone when pupils are not present, unless other use is agreed upon by the SLT. Personal cameras and mobile phone cameras should not be used to take pictures of children unless parental consent has been acquired. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school device. Parents accompanying children on school trips should not use their mobile phones unless agreed upon by the visit leader or in an emergency.

Pupils

We fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision.

When a child needs to bring a phone into school the phone must be left with the class teacher at the start of the day and collected at the end of the day. Children attending breakfast club should keep their phones out of sight until they get to class. Phones must be switched off when entering school grounds and not be switched on until the pupil leaves school. Parents are advised that Ysgol Porth y Felin accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

This includes the use of 'Smart' watches – the use of these is not allowed as they are effectively mobile phones and will be treated as such.

Where a pupil is found by a member of staff to be using a personal device, it will be confiscated from the pupil. The device will be stored safely. The pupil may collect the phone at the end of the school day. Parents will be informed of this.

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or staff, disciplinary action will be taken according to our behaviour policy.

If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a member of the senior leadership team.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Dissemination

The mobile phone policy will be shared with staff, volunteers and visitors as part of their induction. It will also be available to parents via the school website.

This policy will be reviewed and updated as and when needed due to the ever-evolving nature of technology and within a minimum timeframe of 2 years.