Discovery Mobile Phone Policy

Academy Values

These values have been chosen by ALL Stakeholders at Discovery Primary Academy.

They are:

- Determination
- Confidence
- Aspiration
- Kindness
- Responsibility

At Discovery Primary Academy, we offer a broad and balanced curriculum to support our children in their spiritual, moral, cultural, physical and academic development. We endeavour to prepare them for the opportunities, responsibilities and experiences of secondary school, as well as in their adult lives. Our curriculum is underpinned by the National Curriculum.

We have designed a fully comprehensive framework where our curriculum continues to ensure that:

It is based on an analysis of how it can benefit the needs of our **specific children** and their **community.**

- Our children's learning is both meaningful and benefits from a specific focus on the core requirements of the English and Mathematics curriculum.
- It is designed to ensure that children can become upwardly **socially mobile**.
- It celebrates the diversity and utilises the **skills, knowledge and cultural wealth of the community** while supporting the pupils' spiritual, moral, social and cultural development.
- It supports children in developing **Global** and the fundamental **British Values**.
- Children are given opportunities to **actively engage** in their learning through **meaningful and applied contexts**.
- Children know they can be **successful learners** and that there are no limits on their ability.
- Children are able to develop **Co-operative Learning skills** to help support the effectiveness of their learning.

Inclusion statement

At Discovery we will continuously strive to ensure that everyone is treated with respect and dignity. Each person will be given fair and equal opportunity to develop their full potential regardless of their gender, transgender, ethnicity, culture and religious background, sexuality, disability, or special educational needs and ability. The academy will actively promote equality and foster positive attitudes and commitment to an education for equality.

Responsibility

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, governors, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.
This policy should also be read in relation to the following documentation:

Child Protection Policy

Discovery Behaviour and Anti-Bullying Policy
Staff MAT ICT Policy
E-safety Policy
Volunteer Policy
Whistleblowing Policy
Staff Code of Conduct
Induction Policy

Staff

Personal Mobiles (including smart watches, smart glasses or any other future similar smart devices)

• Staff are not permitted to make/receive calls/texts or use their phone for any other purpose during contact time with children unless arranged in advance with SLT, for a specific time for and for a specific purpose. For example, if a staff member is waiting for a phone call from the doctor.
• Emergency contact should be made via the academy office.
• Staff should have their phones on silent or switched off and out of sight (e.g. in the staff room or somewhere secure) during class time.
• Mobile phones can be used during break and lunchtimes but should **not** be used in a space where children are present
• Use of personal phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
• It is also advised that staff security protect access to functions of their phone using a secure pin code
• Staff are not at any time permitted to use the camera or recording equipment on their mobile phones or other personal devices, for example: to take photos or recordings of children or share images. Photographs should be taken using an Academy IPAD unless in exceptional circumstances and SLT permission is agreed for a phone to be used. These images are for academy use and will be deleted following usage.
• Legitimate recordings and photographs should be captured using academy equipment such as I-pads.
• Staff should report any usage of mobile devices that causes them concern to the head teacher (this includes staff, volunteer, parents/carers and visitors to site)
• Staff should note that if you are logging onto the academy wifi then your mobile usage will not be filtered or monitored by the academy. Please follow all guidance above and always use sensibly.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities therefore personal mobile phones should be taken on all trips. However, staff should ensure that:

• Mobile phone use on these occasions is appropriate and professional
• The academy office should be contacted in an emergency
• Mobile phones should not be used to make contact with parents during academy trips – all relevant communications should be made via the academy office, unless it is an emergency or part of the risk assessment.
• Where parents/volunteers are accompanying trips they should not use their mobile phone in the presence of children
• Parents/carers and volunteers are informed not to make contact with other parents (via calls, text, email or social networking) during the trip
• Parents/carers and volunteers should not use their phone to take photographs of children.

Pupils

Personal Mobiles (including smart watches, smart glasses or any other future similar smart devices)

We also recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are allowed to bring mobile phones into school if they are walking to or from school without parents (years 5/6) An appropriate form must be completed by a parent/carer in order for the child to bring in their phone into the academy.
- The phone must be handed to the class teacher and must be switched off
- The phone is left at the owner's own risk and the academy is not responsible for loss or damage
- Phones should not be taken on academy trips/visits

Where mobile phones are used in or out of school to bully or intimidate others, then the Head teacher or DSL does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the academy site.'

Volunteers, Visitors, Governors and Contractors

Personal Mobiles (including smart watches, smart glasses or any other future similar smart devices)

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. Reminders of the school's expectations of mobile phone use on the academy site are displayed on mini posters at the signing in desk and around the academy.

Parents/carers

Personal Mobiles (including smart watches, smart glasses or any other future similar smart devices)

While we would prefer parents not to use their mobile phones whilst at the academy, we recognise that this would be impossible to regulate and that many parents always see their phones as essential means of communication. We therefore ask that parents/carers usage of mobile phones, whilst on the academy site is courteous and appropriate to the academy environment. We will inform parents if they are allowed / able to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

The ICT Acceptable Use document is given to all new parents/carers and they sign to say they will not publish photographs taken at school events of any other child other than their own on the consent form.

Staff will challenge other members of staff/governors/volunteers/visitors/parents/ contractors who use their mobile phone whilst children are present. This will then be reported to senior staff.

Dissemination

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

Policy approved Spring 2024
Policy review Autumn 2026
Next review Autumn 2029

Please note the term mobile phone includes mobile phones or any other electronic device with imaging and sharing capabilities.