



The Federation of Cherry Oak School, Victoria School and Victoria College

Mobile Phone Policy March 2016- March 2017

Purpose:

- The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly within the Federation.
- The Federation recognises the potential for both mobile phones and cameras to be used inappropriately and compromise the confidentiality of the children in our care.
- This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed.
- The Federation has established the following Acceptable Use Policy for mobile phones that provides teachers, students, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours.
- Parents or carers must read and understand the Acceptable Use Policy before students are given permission to bring mobile phones to school.
- The Acceptable Use Policy for mobile phones also applies to students during school excursions, residential visits and extra-curricular activities.

Responsibility:

- No pupils/students at Cherry Oak School, Victoria School or Victoria College will be allowed to bring mobile phones to school.
- Any student found bringing a phone into school will have it removed and returned at the end of the day.

Acceptable Uses:

Parents/carers are reminded that in cases of emergency, the school/college office should be the first point of contact.

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Staff:

- No member of staff should have a phone on their person during teaching time
- Mobile phones can be used at break times outside or in an empty room.
- At Cherry oak no mobile phones are allowed to be used in the staff room.
- No staff member should ever give their personal phone numbers to pupils or parents
- No member of staff will on any occasion use the camera function on their phone either in school or on educational visits.
- Mobile phones belonging to school should be taken on educational visits for use in emergencies.

Complex Care Staff

We recognise that Complex Care staff may need to make calls at certain times. However they should adhere to this policy including the following at all times:

- Mobile phones should be locked away during lesson time
- If a carer needs to make a call they should ask for their phone and step outside to make the call or go to an empty classroom.
- At lunch time if carers need to make a call they should step outside the building to do so.

SLT and Site Staff:

The following people have school/college issued mobile phones for school business only:

- Executive Head teacher
- Head of School – Cherry Oak and Victoria School
- Head of Victoria College
- Assistant Head Teacher Cherry Oak and Victoria School
- Strategic Business Manager
- PDSS Coordinator
- BSS across the Federation.
- Bursar at Cherry Oak
- ICT Staff across the Federation

Other Authorised Users

- Victoria College Bus Guides

Visitors:

All visitors (including parents and contractors) should switch off their phones when they are on school/college premises.

We recognise that there will be occasions where contractors may need to make calls on their mobile phones. This should not be done in the vicinity of students.

The Federation prohibits the use of personal mobile phones by staff when working with children both on and off site, and prohibits the use by parent helpers or visitors when on the school premises or on school trips.

Responsibility for mobile phones:

School/College accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of staff, parents and children to ensure mobile phones are properly insured.

Date accepted by Executive Head teacher

Date of Implementation **May 2011**

Reviewed **January 2016**

Date for Review **January 2017**

A handwritten signature in black ink, appearing to read 'GERTIE BENTLEY', is written across the page.