

Broomwood Primary School

Mobile phone and Social Network Policy

At Broomwood Primary School we understand that mobile technology is now part of everyday life and we take precautions to ensure that such technology does not jeopardise the work of the school, its reputation or safety of staff or children in our care.

Mobile Phones

The use of mobile phones within school hours 8.30 -10.30, 10.45 –12.10, 1.00 –3.15 and whilst children are in class is prohibited. Staff can be contacted for emergencies via our school phone, linked to the main Broomwood Primary office.

During hours when children are in school mobile phones must be out of sight, in bags, stock cupboards or lockers located in the staff room. Staff are not to access their phones in preschool hours when away from class, for example, during a toilet break.

Volunteers

Mobile phones of volunteers must also be kept in a safe place away from children, with the exception of outside agencies / volunteers who require them for teaching, (this is at the discretion of the head teacher). Volunteers are not allowed access to their phones around the children and if need to make an emergency call must do so in the staffroom/ school office.

Photographs

The use of phones to take pictures is prohibited, even in the event that alternative technology such as camera/ I-pad is not available for picture observations and assessment.

Digital images/ filming

Digital imagery is stored on school equipment only. Laptops must be password protected to ensure photographs are safe. Photographs should not be taken off the school premises, unless in a password protected circumstance. See the social networking policy and the computing and e safety policy for further details.

Failure to meet expectations outlined above:

Each case will be treated individually and will be reported to the deputy/ head teacher to discuss further action. Disciplinary action and a formal report may be written and recorded and taken. Please see Disciplinary procedure. Further information regarding infringements can be found in the computing and e safety policy and the social networking policy.

The implementation of this policy will be overseen by the Headteacher and it will be agreed annually.

Approved:

Reviewed:

Approved by governing ~~body~~ _____

Date: _____