



Rettendon School Mobile Phone/Electronic Device & Information Sharing Policy

The school recognises that mobile phones and socializing electronically are now an important aspect of everyone's life and in the case of phones, have considerable value, particularly in relation to individual safety. The school therefore accepts that students and staff may sometimes have their phone with them on site. The school aims to educate students in the responsible use of technology and for primary age children; phones are best left safely at home. The office holds all emergency contacts and so there is little need for a pupil's phone to be on the premises. If, for any substantiated reason, a phone/device is brought into school by an employee, governor, volunteer or a student, the following applies.

Responsible use by students

Students must use phones and devices responsibly at all times.

- Students must ensure that files stored on their phones do not contain violent, degrading, racist, sexist or pornographic images or text. They must not take pictures of other students and staff without their (or their carer's) permission. The transmission of some information is a **criminal offence**. Students found to be responsible for this will have their phone confiscated; it will be returned to their parent /carer, and/or passed to the Police.
- Cyber-bullying is completely unacceptable, students found to be responsible for this will have their phone confiscated; it will be returned to their parent / carer, and/or passed to the Police.
- The school is a workplace, devices must be switched off and kept in bags during and between lessons unless they are a requirement of the lesson itself.
- Children may have their phone locked safely in the school safe if they wish. This is the only location on the school site where the device is insured. The school will not take any responsibility for any device kept anywhere else.

Responsible use by Employees, Governors and Volunteers

Employees must use phones and devices responsibly at all times.

- Any private use of your phone during contracted hours is wrong. Diverting your attention from your contractual duties of caring for the children could be **deemed as negligent**.
- Employees must ensure that files stored on their device do not contain immoral, violent, degrading, racist, sexist or pornographic images or text. They must not take pictures of other students and staff without their (or their carer's) permission. The transmission and storage of some information is a **criminal offence**. Employees found to be responsible for this will be dealt with according to the schools conduct policy and if the law has been broken the police will be informed.
- The school is a workplace, devices must be silent during all lesson times and not used during your contracted hours when you supposed to be teaching or supervising children. If you have to take an emergency call during these times you should use the school phone or excuse yourself from your duties formally.
- The school has a mobile phone which you can use for trips and visits or at any other suitable time, although the school understands that employees may prefer the security and familiarity of their own phone during times of increased risk.
- All staff, governors and volunteers must be mindful of respecting the privacy of others, refrain from sending business texts out of hours (unless in an emergency) so as to avoid unnecessarily disturbing employee's relaxation time. Adults must ensure that no comments relating to our school or anybody in it are uploaded to information sharing websites (such as Facebook) as this would be seen as a breach of the trust placed upon you in your professional role.
- The school will not take any responsibility for loss or damage to personal devices under any circumstances.