



British Junior Academy of Brussels

Mobile Device Policy

Revised January 2021



The British Junior Academy of Brussels

Mobile Device Policy

This policy is for the whole school including the Early Years Foundation Stage

## 1. AIMS AND OBJECTIVES

At BJAB the welfare and well-being of our pupils is paramount. The aim of the Mobile Device Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile devices are effective communication tools. It is recognised that it is the enhanced functions of many mobile devices that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

## 2. SCOPE

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, 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:

- Safeguarding Children Policy
- Promoting Positive Behaviour Policy
- Anti-bullying Policy
- e-Safety Policy

## 3. CODE OF CONDUCT

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus, creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all members of staff:

- have a clear understanding of what constitutes misuse,
- know how to minimise risk,
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations,
- understand the need for professional boundaries and clear guidance regarding acceptable use,
- are responsible for self-moderation of their own behaviours,
- are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

#### **4. PERSONAL MOBILES – STAFF**

- Staff are not permitted to make/receive calls/texts during contact time with children, except in cases of emergency wherein the School Office is unavailable to make emergency contact.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag – *not* in a pocket) during the school day, including break times.
- Staff should not discuss or share data relating to children, parents or carers in staff social media groups.
- Mobile phones should never be used in a space where children are present (e.g. classroom, playground).
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present i.e. **in the staff room only**.
- It is also advised that staff protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), staff should make the Headteacher and office staff aware of this so messages can be relayed promptly.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example, to take recordings of children, or to share images. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

#### **5. PHOTOGRAPHY, VIDEOS AND OTHER IMAGES / MEDIA**

Adults should not take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care; or make audio recordings of a child's disclosure.

#### **5. MOBILE PHONES FOR WORK RELATED PURPOSES**

We recognise that mobile phones provide a useful means of communication on off-site activities. However, staff should ensure that:

- mobile use on these occasions is appropriate and professional (and will never include taking photographs of children);
- mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office;
- where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

#### **6. PERSONAL MOBILES – PUPILS**

We recognise that mobile phones and other devices such as smart watches 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 for pupils from EYFS to Year 6:

- pupils are not permitted to have mobile phones at school or on trips,

- if in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school,
- the parent must discuss the issue first with the Headteacher,
- if agreed the phone must be handed into the School Office switched off first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk),
- mobile phones brought to school without permission will be confiscated and returned at the end of the day.

Pupils in Year 7 and 8 may bring a mobile phone to school in special circumstances e.g. when they are leaving school at the end of the day by themselves. The phone must be kept out of sight in a bag. The school accepts no responsibility for the phone should it be lost or stolen.

Where mobile phones are used in or out of school to bully or intimidate others then the Headteacher 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 school site'. For more information, refer to the Anti-Bullying Policy and the E-Safety Policy.

## 7. VOLUNTEERS, VISITORS, GOVERNORS AND CONTRACTORS

All volunteers, visitors, Governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

Visitors will be informed of our expectations around the use of mobile phones.

## 8. PARENTS

While we would prefer parents not to use their mobile phones while on school premises, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We, therefore, ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

We do allow parents 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.** Parents/carers are reminded of this at the start of every school performance, on sports day, etc. and will receive written reminder in the Newsletter at the start of the academic year.

## 9. DISSEMINATION

The Mobile Device Policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

The impact of this policy on staff workload has been considered.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

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| This policy is the responsibility of Sarah White, Headteacher and Madame De Maertelaere, Proprietor. | Revised: January 2021 |
| <b>Sarah White</b><br><b>Headteacher</b> .....   |                       |
| <b>Madame De Maertelaere</b><br><b>School Proprietor</b> .....                                       |                       |
| <b>To be reviewed:</b>   | January 2022          |