



# Mobile Phone Policy

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Date to be reviewed	November 2021
Date of last review	July 2017
Governors Committee accountable for review	Education
Senior Leadership Team member accountable for review	DCB



## **MOBILE PHONE POLICY**

### **Introduction**

At the Royal Grammar School, the welfare and well-being of our students is paramount. The aim of the Mobile Phone 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 phones are effective communication tools. This policy on mobile phones includes all mobile communication devices such as tablets and especially those that have internet access.

### **Scope**

This policy applies to all individuals who have access to personal mobile phones on site. This includes, staff, volunteers, governors, students, parents, visitors and contractors. This list is not exhaustive.

This policy should also be read in conjunction with the following documentation:

- Child Protection Policy
- Staff Code of Conduct
- Anti-bullying Policy
- Behaviour Policy
- Acceptable Use of ICT Systems
- Preventing Radicalisation Policy
- Guidance on Photography and Recording of Images of RGS Students
- E-Safety Policy
- Valuables Guidance
- Staff Handbook
- Additional Boarding Guidance for boarding staff

### **Code of Conduct**

Our aim is that all individuals:

- 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 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 our school setting, which is agreed to by all users.

### **Personal Mobiles - Staff**

- Staff are not permitted to make/receive calls/texts/emails during contact time with students. Emergency contact should be made via the School Office.
- Staff should have their phones on silent or switched off and out of sight during contact time and as they move around the school.
- Mobile phones should not be used in a space where students are present (e.g. classroom, corridors, etc.)
- The use of phones (including receiving/sending of texts/emails) should be limited to non-contact time when no students are present e.g. in office areas, staff room, empty classrooms.
- Should there be exceptional circumstances (e.g. acutely sick relative), staff should make a member of the ST aware of this so they can have their phone available in case they have to receive an emergency call.
- Staff are not permitted to use recording equipment on their mobile phones. Legitimate recordings and photographs should be made using school equipment such as iPads and the Guidance on Photography and Recording Images of RGS Students must be followed. Any photographs of students used for an RGS Twitter account must be deleted after they have been tweeted.

### **Mobile Phones for Work Related Purposes**

We recognise that mobile phones provide a useful means of communication on off-site activities. There are school mobile phones available from the Educational Visits Coordinator's Office (EVC Office). There are rare cases where it is acceptable for staff to use a personal mobile phone for off-site activities. However, staff should ensure that:

- In the case of an emergency when it is necessary for students to have the personal mobile phone number of a member of staff it must be stressed that the number is only to be kept for the duration of the activity or until a school mobile phone can be used. Students and staff should delete the phone numbers at the end of the activity.
- When staff use personal mobile phones for tweets about school activities this is done using the official RGS Twitter accounts and the Guidance on Photography and Recording of Images of RGS Students is followed. Any photographs of students used for a RGS Twitter account must be deleted after they have been tweeted.

### **Personal Mobile Phones - Students**

We recognise that mobile phones are part of everyday life for many students and that they can play an important role in helping students 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:

- All students must understand and follow the Valuables Guidance. (To be found on the school website and the VLE).
- Mobile phones must be turned off and kept in a secure place i.e. a locker. They must not be seen or heard anywhere on the school site during the school day (8.40 – 3.40) except where the school has given permission for educational purposes.
- Guidance for students on mobile phones who live in Fraser Youens Boarding House is contained in a separate document "Additional Guidance for Boarders and Staff on Mobile Phones and Tablets".

Where mobile phones are used in or out of school to bully, intimidate or cause distress to others, the School has the right to intervene and apply appropriate sanctions; please refer to School Rules, Anti-Bullying Policy and Behaviour Policy.

### Volunteers, Visitors, Governors, Contractors

All who visit The Royal Grammar School are expected to follow our Mobile Phone Policy as it relates to staff whilst on the premises. On arrival, visitors will be informed of our expectations around the use of mobile phones.

### Parents

While we would prefer parents not to use their mobile phones while at school 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 also allow parents to photograph or video school events such as sporting fixtures **but insist that parents follow our Guidance on Photography and Recording of Images of RGS Students.**

### 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 and students can access the guidance via the VLE. Guests to the school will be made aware of the information in a leaflet when they arrive at school.