THE NEW GUILD TRUST

Protocol for the use of Mobile Devices

For Schools Managed staff

POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School

<u>Approval and Review</u>

Committee to Approve Policy	Trust Board
Date of Trustee Board / Academy Committee Approval	December 2024
Chair of Trustee Board / Academy Committee	Mrs L Eagle
Signature	*L Eagle*
Accounting Officer	Mrs K Peters
Signature	*K Peters*
Policy Review Period	12 months
Date of Policy Review	December 2025

Version Control			
Version	**Date Approved**	**Changes**	**Reason for Alterations**
Initial	Dec 18		
2	Dec 24	Updated with Stat Guidance links	DPO Recommendation
	Dec 24	p.5 • Acceptable use of the internet • Social media • Guidance for Safer working practices for adults who work with children and young people • School staff code of conduct / handbook • Disciplinary Policy • Lone working policy	Reviewed to match current policies / documents
		p. 5 Changed switched off to silenced	Updated to effective use
		p.6 Employees should not take or transmit images of pupils and colleagues on their personal mobile phone without informing SLT of the purpose (e.g. ed visit). All files are deleted from personal devices after upload to the relevant school platform.	Updated to effective use
		3.5 Mobile phone use during the working school day maybe necessary by SLT and the FSW. This would still not be in the presence of children.	Updated to effective use and safeguarding in emergency/ urgent contacts
		p.6	Updated to effective use

		9.1changed lone working to give permission to use their personal mobile.	

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1.0 Introduction

1.1 The purpose of this protocol is to inform employees of the expectations of mobile phone use during their working hours. It is intended to give staff some broad guidelines regarding the appropriate use of mobile devices, in the workplace or in the course of carrying out your duties.

1.2 Schools are legally responsible for their own data and therefore have a duty to protect employees in relation to the use of mobile devices provided for the purposes of work.

2.0 Principles

2.1 This protocol applies to all school managed employees and centrally employed Teachers.

2.2 This protocol should be used in conjunction where necessary with the

- Acceptable use of the internet
- Social media
- Guidance for Safer working practices for adults who work with children and young people
- School staff code of conduct / handbook
- Disciplinary Policy
- Lone working policy

And below statutory guidance
DfE (2024) 'Mobile Phones in Schools' ·
DfE (2024) 'Behaviour in Schools' ·
DfE (2023) 'EYFS Statutory Framework'

2.4 Where the Headteacher discusses mobile phone use with an employee, a record of the discussion should be kept.

3.0 Use of Mobile Devices during the working day

3.1 The use of mobile Devices by employees to make/receive personal calls and/or texts during the working day is discouraged for the following reasons (this list is not exhaustive):

- It does not set a professional and positive example to pupils, it is disruptive and interrupts lessons

- It is a nuisance/discourteous to colleagues (eg during meetings)

- It is a misuse of the school/authority's time and has the potential to impact on children's learning

In some circumstances Trade Union stewards and staff who are carers may need to be given expressed permission to make or receive such calls, however, this is strictly regulated and must be done in accordance with this policy. To minimise any risks, all personal mobiles and other devices must not be used where children are present. Smart watches should also have their network capability disabled.

3.2 Any personal calls should be directed to the school's landline number so that a message can be relayed to the member of staff, when the member of staff is available, unless there is an emergency situation, where the message must be relayed to the employee immediately

3.3 Mobile devices should be silenced whilst on the school premises, unless it is during a break or at lunchtime. Employees using personal mobile devices during their breaks should be respectful of their colleagues and mobile devices should not be used in front of pupils.

Employees should not take or transmit images of pupils and colleagues on their personal mobile phone without informing SLT of the purpose (e.g. ed visit). All files are deleted from personal devices after upload to the relevant school platform.

3.5 Mobile phone use during the working school day maybe necessary by SLT and the FSW. This would still not be in the presence of children.

4.0 Business use

4.1 Any employees who have been provided with a mobile phone for business use, must ensure the mobile used is solely for this reasons, unless express permission has been given that the phone can also be used for personal use.

4.2 Schools have the authority in place to ensure that mobile devices and associated phone bills are checked on a regular basis.

5.0 Security

5.1 Employees accessing emails using either their personal or business mobile devices should have the appropriate secure systems in place to ensure should their phone be lost or stolen the data cannot be accessed. Employees should be requested to sign a declaration to ensure their phone is password or pin protected. (See appendix 1) This should be signed and kept on an employee's personal file.

6.0 Text Messages

6.1 Text messages are not an appropriate formal means of communicating with colleagues within a school/workplace setting as they are:

- Not a formal means of communication
- Can be misinterpreted
- Inappropriate for the purposes of audit

6.2.1 Some examples of inappropriate texting are (this list is not exhaustive):

- Notifying a manager/Headteacher of sickness absence (this should always be by direct personal telephone contact, in accordance with the contract of employment and agreed school procedures)
- Informing of changes to working arrangements

7.0 Social Networking

Employees should not access social networking sites via their mobile devices (business or personal devices) during working hours.

8.0 Protection of Employees

8.1 Employees should not provide parents or pupils with their personal mobile phone number.

8.3 Employees should refer to the Schools protocol for the use of texting/phoning parents where one exists

9.0 Health and safety considerations

9.1 In circumstances where employees are lone-working in remote areas of the school, or out of hours they have permission to use their personal mobile.

9.2 Employees are reminded that using hand held mobile devices whilst driving is a criminal offence.

10.0 Mobile devices and pupils

10.1 Individual schools in the trust have specific expectations and protocols that covers the use of mobile devices by pupils and this is shared with all parents and carers.

10.1 Employees should be aware that there may be occasions where pupils could provoke staff to gain a particular reaction which may then be recorded.

10.2 If an employee receives material deemed to be inappropriate or offensive, the images/text messages should be retained as evidence and referred immediately to the Headteacher/designated Manager.

Appendix 1

I confirm that my mobile phone is securely protected for the purposes of accessing my Office 365 account. This security is in the form of:

……………………………………………………………………………………………………

……………………………………………………………………………………………………

………………………………………………………………… (for example:- password protected, encryption etc)

Signed ………………………………….

Dated ………………………………….