

John Ruskin Primary School and Language Classes

Mobile Phone Use Policy

Co-ordinator: Clare Tayton

Last review: 2021

Next review: 2024



“Be responsible, be fair, stay positive and care”

**John Ruskin School and Language Classes
Policy 2021**

**MOBILE PHONE USE
ENSURE YOU PROTECT YOURSELF**

**Only use your phone in the staff room or office
Switch off your phone if it is with you in class
Never phone parents or school agencies from your own phone
Never take photos of children with your phone
Never give your number to parents or children
Never send text messages about children or their parents on your phone
Sickness reports must go to the school mobile (No texts allowed)**

Children are not allowed to bring mobile phones to school. If they do so accidentally the phone must be stored in the school office. If this happens repeatedly the phone is confiscated and returned to the parents.

**COMPUTER USE
ENSURE YOUR PROTECT YOURSELF**

**Never tell children your personal e mail address
Never communicate with children on social networking sites
Never send photos of children on the net
Always send confidential information (ie with children's names) on our secure e mailing system
Never keep photos or films of children on your stick
Do not keep confidential information on your stick
Do not allow children in our care to have unsupervised access to computers**

**CAMERA USE
DON'T LEAVE YOURSELF OPEN TO ACCUSATIONS**

**Always use a school camera to take photos of children
Never take a school camera home
Always remove past photos from a school camera before taking it on a trip
Do not allow non school staff access to our photos without express permission from parents, in writing and through the Headteacher.
Do not allow non school staff to photography our children without written permission from parents given through the Headteacher**

Many support staff in primary schools are themselves parents of pupils or neighbours/friends of parents and may, quite naturally, be in telephone contact with pupils other than their own children. This could create a range of possible scenarios which schools might need to explore. For example, if a pupil was to stay overnight in

the home of a member of staff (or join them in a family holiday) because they were the friend of the staff member's child, in which case it would seem sensible for the member of staff to be informing the Head of this.

Above all there should always be an expectation that staff do not share information about children or school staff that is within their knowledge because they are school employees and it is important that all staff understand the importance of confidentiality and professionalism.