



## SAGE COLLEGE – POLICIES AND PROCEDURES

# MOBILE PHONE AND ELECTRONIC DEVICE POLICY

### 1.1 Introduction

The purpose of this policy is to set out general rules about mobile devices and personal electronic devices, and to give staff guidelines regarding the appropriate use of such devices in the course of carrying out their duties.

The responsible, considerate and safe use of mobile phones and portable electronic devices is part of the multi-dimensional, social and behavioural goals which are embedded within our educational and management processes. This relatively short policy is part of our strategy for safeguarding children within our care.

The school will take no responsibility for the loss or damage of any electronic equipment brought to the school by students.

### 1.2 General rule for Primary and Secondary Students

Secondary students who do bring them to school must not use them in the school premises whatever the time or situation. They should be away, in bags (not in trouser pockets), and switched off or turned to silent mode. If there are special circumstances e.g. the student is expecting an important phone call, the student should discuss this with his/her tutor or the Secondary Leader, who will advise the school office. All phone calls and communication to students should go through the school office. Similarly, if a student needs to make a phone call, this must be done through the school office and the school telephone. No student should be making personal calls from a mobile phone during the school day. If a secondary student is seen using their phone in the school premises whatever the time or situation it will be confiscated and kept at reception until the end of school day when the phone can be collected.

The school reserves the right to disallow the use of laptops if they are seen to be misused.

### 1.3 General rule for staff

The use of personal electronic devices by staff or visitors for any purpose when in the company of children is prohibited. This applies to situations both on-site and off-site (e.g. on trips). When in the presence of children, personal electronic devices should be kept out of sight of students (e.g. in a drawer, bag or jacket pocket) and set to silent. In an emergency, personal calls can be directed to the school's landline number so that a message can be relayed to the member of staff.

Personal electronic devices may be used when not in the company of students. Where they are used, staff should be respectful and considerate towards colleagues and others, and should be mindful of setting an example, e.g. by not being unnecessarily distracted by electronic communications. Staff must ensure that there is no inappropriate or illegal content on their personal devices. The school



reserves the right to check the contents of a staff member's device should there be any cause for concern relating to our responsibilities for the safeguarding of children.

## 1.4 Contact with parents/carers

All contact with parents/carers must be made through the school email or the school office (no WhatsApp). Personal phones or other personal contact details should only be used with parents in an emergency.

## 1.5 Security

Staff must ensure that personal electronic devices are PIN protected to ensure their own privacy and security. This also applies to the use of e.g. personal webmail accounts through school devices, which should also be password protected and not set to automatically log in.

## 1.6 Health and safety considerations

In circumstances where staff are lone working in remote areas of the school, or out of hours, a work mobile should be provided if there is no landline in the room.