



Staff Mobile Phone Declaration

The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice and to ensure that members of staff are fully aware of their professional responsibilities.

The school allows staff to bring in personal mobile phones and devices for their own use.

- Staff should only use their phone outside of working hours or during break times. Only under exceptional and necessary circumstances does the school allow a member of staff to use their personal device. If it has been necessary to make a call in this way, a Headteacher or a member of SLT must be informed and permission must be sought.
- The school uses Microsoft 365 as an operating system, this requires two factor authentication (2FA) for initial access and password changes. At these times staff will be permitted to use their phone to determine a new passcode. If pupils or other staff are present, then this will be clearly announced as an action and the phone will be put out of sight immediately after the code has been processed.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any member of the school community is not allowed.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting. If staff are out on a school trip they need to take the school mobile phone for emergency use such as contacting parents or the school.
- Staff should have their phones on silent or switched off and out of sight (eg in a drawer, handbag) during class time.
- Mobile phones should not be used in a space where children are present (eg classroom, corridor, playground, **hygiene rooms**).
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras, iPads or school phones.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Signed: _____ Date: _____

Name: _____