



**Greenhead College
Corporation**

**SAFE USE OF MOBILE
PHONE POLICY**

February 2022

MOBILE PHONE POLICY

1. Purpose

This policy sets out the framework within which mobile phones will be used by staff for business use, as well as guidance on the safe use of personal handsets for both staff and students.

2. Staff Use of Mobile Phones

The College does not undertake to refund any business calls or email usage made in this way.

Staff are also reminded that personal mobile phones with camera and video recording functions should not be used for capturing student centred College events; instead, should it be appropriate, staff should use designated College equipment.

The College will provide a loan handset for business use when appropriate; the Director of Finance and Funding manages a bank of equipment. College loan handsets are not to be used for personal matters. Staff should ensure any communication or conduct linked to the loaned device is appropriate and professional at all times.

3. Parents and Carers

It is recognised that many parents and carers use their mobile phone as a camera/video device to record their child at special performances e.g. College concerts, etc. On these occasions the use of a mobile phone is permitted for photographing/videoing only; **images should only be taken by parents and carers if they include their own child and that the use of these images is for their own personal use. Images must not be uploaded for any internet use including Facebook or any other social networking sites.**

The College recognises that students may inadvertently be included in photographs by another parent; the College is therefore, are obliged to warn parents and carers of the legal and safeguarding risks of publishing such photographs on any platform. The placing of any photographs of students on social media is dangerous and parents may be in breach of the Data Protection Act if they upload photos of other students without the explicit consent of that student's parents.

4. Safeguarding

- Staff must not give their personal contact details to parents or students, including connecting through social media and messaging apps.
- Staff must not contact students on the student's personal devices, only ever contacting them through their parent/carer should this be required/necessary to do so

- Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or students.
- Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a pupil.
- Staff should ensure that all digital communication with students is on a professional level and only through College based systems, **NEVER** through personal email, text, mobile phone, social network or other online medium.
- Staff mobiles must not be handled or answered during working commitments, except with the permission of the line manager. Staff are permitted to use their mobile phone in the classroom in order to contact reception or a member of SLT in an emergency (e.g. a College lockdown). However, the mobile phone should be switched to silent mode during the lesson and not be used except for the purposes of teaching, learning and assessment or if they have gained permission from their line manager in advance.
- In an emergency, it would also be acceptable for staff to use a student's mobile phone to contact reception or a member of the senior team.
- The College reserves the right to monitor equipment on their premises and to search any technology equipment, including personal equipment with permission, when a breach of this policy is suspected.
- If an incident occurs which raises concerns about Child Protection or the discovery of indecent images on the computer, then the procedures outlined in College Safeguarding procedures will be followed.

5. Student Use of Mobile Phones

The College recognises that there are many positive factors relating to the use of mobile phones by students, for example, increasing their safety on the journey to and from College and in providing the potential for closer contact with Parents/Carers. The College would encourage the use of mobile phones for such purposes however the use of mobile phones in lessons should only occur when the teacher gives permission, and the use is for educational purposes.

The College is unable to assume responsibility for the security of any mobile phone which is brought on to its premises. It cannot be held responsible for the cost of replacement of any phone which is lost or stolen whilst the student is present in College or involved in a College activity, including the sitting of an examination.

Students' compliance with the Examination Board's requirements: -

- Students are advised of the requirements of the Examination Boards ahead of examinations
- Examination Board regulations state that mobile phones and other potential technological/WEB enabled sources of information cannot be taken into the examination room under any circumstances, even if they are switched off

- Posters detailing the examination regulations are placed on the Examinations Noticeboard and outside each room used for examinations
- Students receive a further reminder of the requirements at the start of the exam as part of the invigilator's announcements
- Students found in possession of any of these devices during a public examination will be reported to the examination boards and may face disqualification and/or other penalties

6. The misuse of mobile phones to harass another person or invade their privacy

- The use of a mobile phone to send unsolicited and/or unpleasant mobile phone communications may be regarded by the College as an act of harassment. Communications of this nature would include direct calls, voicemail messages, text messages, email messages, photo-images, Sexting, the sending or posting of nude or semi-nude images, videos or live streams online. Individuals identified as engaging in the aforementioned activities will result in action being taken against the individual as per the Student Re-engagement Policy.
- Any student who receives a mobile phone communication which they perceive to be an act of harassment should make every attempt to save the communication on their phone and report it to a member of staff.
- If students have concerns about information or conduct on social media sites that are inappropriate, offensive, demeaning or could be seen to be harassment/bullying, this should be reported to their Pastoral Tutor/Senior Tutor or a member of the Safeguarding Team immediately. If appropriate the College may report an offence to the Police.
- The College will keep a record of all students' mobile numbers in line with the College Data Protection Policy; students are to inform the Admin office if their number changes so that records can be kept up-to-date.

Students are advised to look after their phones by security marking them and arranging appropriate insurance. Students are advised to keep a record of their phone IMEI number (available by typing *#06#) and their SIM number.

Students should not charge their phones using College electricity sockets as their phone chargers have not been PAT tested; they are advised to use their own portable charger.

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“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.