



**Northern Lights**  
LEARNING TRUST

# MOBILE TELECOMMUNICATIONS POLICY

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<b>Person in charge:</b>	<b>CEO</b>
<b>Governance:</b>	<b>Chair of Board</b>

## Northern Lights Learning Trust Mobile Telecommunications Device Policy -

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## **Why have a Mobile Telecommunications policy?**

Mobile phones are now part of everyday life. Over 25 million handsets are now used in the United Kingdom.

A mobile phone is any device that allows mobile communication.

Examples include:

- Handheld Computers;
- Tablets;
- Personal Data Assistants;
- Smart Phones;
- Mobile Telephones;
- Laptop Computers (with mobile cards).

There are a number of issues involving the use of mobile phones in schools by pupils and staff.

Also there are a number of issues people are concerned with regarding mobile phones. These include:

- health risks;
- mobile phones and driving;
- personal protection.

## **Use of phones by staff**

Staff are not to use mobile phones during teaching time or in any learning environment. This ensures that there is a reduced risk of any digital images. This includes making and receiving calls, sending/receiving text messages and accessing the Internet from a mobile phone. Mobile phones must be locked in staff lockers and may be accessed in offices, staffrooms and in the staff cloakrooms [ie where children have no access] during staff breaks. The door to the office corridor from the staff area, must be closed if any member of staff is using a mobile phone.

Whenever possible, staff should use a land line to make calls for work related purposes.

If staff are out on trips or courses, the school mobile phone may be used for contacting school. In emergencies [ accidents, bus delays, children ill etc ] staff may use their personal mobiles to contact the school or emergency services if the school mobile is not available.

## **Use of phones by pupils**

There is no reason for children to bring mobile phones to school.

We appreciate, however, that there are occasions when it is useful for parents to be able to contact older children directly by mobile telephone: this applies particularly to those pupils who travel to or from school on the school bus; and to pupils who are involved in after-school activities. The school office can

deal with any messages needing to be passed on to children. The following rules have been devised with that in mind.

**Generally children should not to bring a mobile telephone to school.** The school office will assist if they need to make a telephone call home; and the School Administrator is always more than willing to allow children to ring home from the office when that is appropriate.

**If a mobile telephone is brought to school by a child,[for emergency travel purposes]** the school can accept no responsibility for loss or damage to the telephone. As with all valuable property, the pupil should hand the telephone into the school office for safe keeping.

**If a mobile telephone is brought to school, it must be switched off during the school day.** For the purposes of this policy, the school day runs from 7.45 am until 6pm. If parents need to contact pupils during the school day, the School Office telephone number is 0191 553 5974.

**If a member of Staff discovers a mobile telephone in use by a child during the day,** it will be removed, sent to the school office and may only be recovered by parents in such an eventuality.

### **Use of phones by parents**

Parents/visitors are advised to switch off mobiles phones in the vicinity of school. Volunteer helpers **MUST** switch off mobile phones whilst in the school.

No parent/visitor may use a mobile phone to take photographs of children to safeguard the welfare of all children and avoid data protection issues with regard to inappropriate capture, use or distribution of images.

Parents must be advised that they will not be allowed to use their mobile devices on any educational visits and supervising staff must ensure that parents understand this and monitor throughout the visit.

### **Social Media**

Parents, carers, staff, governors, visitors and pupils staff must all refrain from discussing the Academy, uploading photographs of/or related to the Academy on social media websites (including Facebook, Twitter etc.).

### **Extra curricular activities**

During the course of extra curricular activities, it will be decided if mobile phones will be allowed before such activities take place.

Such activities include:

- Youth Club;
- Football sessions (particularly out of school hours);
- Derwent Hill;
- Trips/Visits out of school hours (e.g. Carol singing).

## **Camera/Video Phones**

The use of mobile phones as digital cameras is expressly forbidden in school at all time to safeguard the welfare of all children and avoid data protection issues.

## **Internet Access**

Please see "[Internet Policy](#)" for information relating to mobile Internet access.

## **Mobile Phones and Driving**

Staff must not use hand held mobile phones whilst driving.