



**Northern Lights**  
LEARNING TRUST

# MOBILE TELECOMMUNICATIONS POLICY

<b>Review Date:</b>	<b>Spring 2022</b>
<b>Next review date:</b>	<b>Spring 2024</b>
<b>Person in charge:</b>	<b>CEO</b>
<b>Governance:</b>	<b>Chair of Board</b>

# Northern Lights Learning Trust

**Signed off by: Chair of MAT Board**

**Date from: Spring 2022**

**Review Date: Spring 2024**

**Pastoral Care/Spiritual Development**

The quality of relationships between all members of school staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of the schools in our Trust. It is expressed in the terms of sharing and caring. In the Church schools in our Trust, we follow the teachings of:

‘Love your neighbour as yourself’ – Matthew 22:39.

‘This is my commandment: love each other’ - John 15:17.

In our schools we believe every pupil is an individual who is valued for who they are. We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks including in our Church schools in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that both Christian and spiritual love will pervade all aspects of life at Northern Lights Learning Trust. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environments are created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team. Pastoral care pervades all aspects of school life and therefore will be reflected in the way the schools are organised and the policies are written and implemented.

## Northern Lights Learning Trust Mobile Telecommunications Device Policy -

Why have a Mobile Telecommunications policy? .....	4
Use of phones by staff .....	4
Use of phones by pupils.....	4
Use of phones by parents.....	5
Extra curricular activities.....	5
Camera/Video Phones .....	5
Internet Access .....	5
Mobile Phones and Driving.....	5

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

A mobile phone is any device that allows mobile communication.

Examples include:

- Tablets;
- Smart Phones;
- Laptop Computers

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:

- 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 "**Acceptable Use and Internet Policy**" for information relating to mobile Internet access.

### **Mobile Phones and Driving**

Staff must not use hand held mobile phones whilst driving.