



**Stockingford  
Nursery School**

# **Mobile Phone and Smart Watch Policy**

**Passed and adopted by Governing Body:**

Signed .....

Dated.....

**Review date: November 2023**



## Mobile/Smart Phone Policy

The welfare and well-being of our pupils is paramount. The aim of the mobile phone and smart watch policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones and smart watches are effective communication tools.

Our aim is therefore that all adults:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves into compromising situations, which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

This policy has been written to advise all users on the appropriate usage of mobile phones and smart watches in the school areas of the building.

This policy should also be read in relation to the following documentation:

- Safeguarding Policy
- Online safety Policy
- Behaviour Regulation Policy
- Guidance for photographing and recording children during events and activities (NSPCC)
- Staff Code of Conduct Policy

### Staff

- Any loss of a mobile phone / smart watch is the responsibility of the individual concerned. The Nursery School cannot take any responsibility for loss or damage to an individual's mobile/smart phone. **All mobile/smart phones must be kept locked away during work time. Please use lockers provided to secure all your valuables!**
- We appreciate that staff will need to make personal calls during the day. Please limit the use of your phone to break times only, in the staff room or reception area and do not use in any room where children are present. In cases of emergency, please use the School phone. If you are expecting a telephone call e.g. regarding a sick relative, please ask family members to use the School telephone number (024) 7638 3708 and the message will be relayed to you immediately.
- Smart watches can be worn during school day by staff but the camera, messaging and call services **must** be disabled. Staff should use security to protect access to functions of their smart watch.

- Pupils should not bring smart watches or mobile phones to school - they may be valuable and could be lost or stolen. Where a pupil is found to be in possession of a mobile phone/smart watch, the phone/watch will be locked away in a locked secure area and returned only to the parent/carer.
- Please aware of the latest Government guidelines regarding the use of mobile phones / smart watches whilst driving.
- Whilst staff may view work emails on their personal devices, they must not open or download any content contained within the email. Content may be viewed on a school device.
- Please be aware about confidential issues and the potential problem of your calls being overheard in School.
- Text messages or social media should not be used to spread gossip or malicious content.
- **NEVER USE YOUR MOBILE PHONE OR SMART WATCH TO TAKE A PHOTOGRAPH OF CHILDREN WITHIN THE SCHOOL**

### **School Site / Classroom Visitors**

- You may not take photographs of any children in the School on your mobile phone / smart watch, or any device without express consent from the Headteacher. This will only be in exceptional circumstances.
- Whilst attending any activity within the School, we ask that mobile phones be switched to silent/vibrate and any calls taken outside the room in allocated areas only. (Ground floor – in the reception area. First floor – outside the Training Room)
- Please be aware about confidential issues and the potential problem of your calls being overheard.
- Any loss of a mobile phone / smart watch is the responsibility of the individual concerned. The School cannot take any responsibility for loss or damage to an individual's mobile/smart phone.
- Please see the Online Safety Policy and policies identified above for further information.