



NORTHSIDE Primary School

Mobile Phone Policy

Last review: January 2021

Ratified: January 2021

Review: January 2023

Rationale

In this time of remote learning it is important to make communication between home and school as easy and responsive as possible; with this in mind each class will be assigned a mobile phone.

Key Principles

This means of communication is not to replace the normal lines of communication but to enable the communication between the class teacher/teacher assistant and the parents.

Northside Values

- RESPECT** to value our needs, beliefs and each other
- PRIDE** to have confidence in our abilities and celebrate success
- INCLUSION** to work together with families and our diverse community to become life-long learners
- CHALLENGE** to have high expectations of ourselves so we achieve our best
- CREATIVITY** to creatively express our feelings and ideas
- RESILIENCE** to develop life skills so we fulfil our potential

UN Rights of the Child:

Article 28 (right to education) Every child has the right to an education.

In Practice

Mobile phones are supplied to staff for work-related use only.

Security

- A written record will be maintained of all school mobile phones issued to staff. This record will identify the name of the staff member responsible for any individual identifiable device and should specify the time frame within which that individual holds responsibility.
- Staff members are responsible at all times for the security of any school mobile phone issued to their care. The PIN code on the school mobile phone will be set by the school and the device should never be left unattended or (especially in vehicles) on display. It should be stored securely in school and when off-site.
- Any loss or theft of a school mobile phone must be reported immediately as this will be a data breach, and the phone will need to be disconnected and disabled. This will need to be reported as data breach to the school's data controller.
- School SIM cards must only be used in mobile phones owned by and provided by the school for educational purposes.
- Please ensure that Find My iPhone is enabled in the phones' settings.
- No school mobile phone is permitted to be used to call (or send text messages to) premium rate numbers or numbers outside the UK.
- Staff should not use personal numbers to contact parents, only the phone allocated to their class.

- All users to whom a school mobile phone has been issued must ensure that they have read and understood the school's policy on use of school mobile phones and must confirm their agreement to abide by the terms of this policy, by signing below.
- The school has the right to ask for the phone to be returned at any time.
- Staff in possession of a school mobile phone must ensure that this device is returned to the headteacher when they leave employment of the school.

Day to Day Use

All contacts should be done using Whatsapp over wifi to limit data charges and necessary contacts (the parents of that particular class) tasks and calendars should be stored on the phone. Messages should be set to back up.

The mobile phone should only be switched on during normal working hours and any replies should be made before the end of the next working day. Please remember to use appropriate levels of formality when addressing parent/carers. Any messages that you are unsure of how to answer or are causing difficulties please inform your line manager/SLT via CPOMS.

If you are teaching in school you are not expected to respond to messages immediately and should not have the phone switched on during lesson time.

Do not delete any messages- as the recipient will always have a copy.

Parents

Parents will be texted the number for their mobile phone attached to their class, they must be encouraged not to share this number with their children or people not connected with their class. Parents must only use the number between the hours of 8:30am and 4:30pm. Any voice messages or text messages left outside of these hours will not be responded to until the next day. We will endeavour to reply to all messages as soon as possible but always by the end of the next working day. If parents need an urgent answer to a question please use the usual forms of communication via the school office.

