



SCHOOL MOBILE PHONE POLICY

(Adapted from BMDC policy November 2014)

Agreed by Governors on; 06.07.15

Signed by Chair of Governors: Sally Birkbeck

A handwritten signature in black ink that reads "Sally Birkbeck".

Statutory policy NO

Frequency of review period; 2 Years

Document History

Date	Description
19.01.15	Agreed by Governors
03.09.15	Review Due (to check 50% usage)
06.07.15	Agreed by Governors
01.07.17	Review due

Safe Happy Learning

Education

Co Location

Co operation

Terms and Conditions

This policy provides guidance on the usage of your Delius Special School provided mobile phone and is supported by the schools Mobile Phone Usage Agreement December 2014 and the ICT and Communications Systems Policy May 2015.

The school governing body expects use of this equipment for any purpose to be appropriate, courteous and consistent with the expectations of the Governing Body at all times and in accordance with the schools ICT and communications policy.

Inappropriate use of school equipment to gain access to sexual material, including text and/or images, gambling websites or apps or other material that would tend to deprave or corrupt those likely to read, see or be involved in it could lead to disciplinary action. School equipment must not be used for abusive purposes.

Your school provided mobile phone is the property of Delius Special School. Should your employment end with the school then this phone must be returned immediately on or before the date of contract termination.

It is your personal responsibility to take good care of this equipment and to avoid any damage loss or theft to your school handset.

It is ultimately your responsibility as the user of this phone to ensure you adhere to the usage regulations and rules detailed in this policy.

Network Provider

Delius Special School have entered into an agreement with O2 Mobile Phones through Millgate Communications and as such all handsets should only use the O2 network under the school agreement. The current contract with O2 will expire in December 2016.

Provision of mobile phones and accessories

The allocation of mobile phones and/or accessories will only be granted when accompanied by the approval of the Head teacher.

Any requests for a school provided mobile phone must be submitted through the Head teacher.

Any requests for non-standard mobile phone models and accessories will be declined, unless a business case substantiating the need is approved by the Head teacher and school business team.

The user will be required to sign an acceptance form agreeing to these policy guidelines.

Taking pictures of pupils who attend Delius Special School or any other school.

You are not permitted to use your school provided mobile phone to take pictures of pupils who attend Delius Special School or any pupil from any other school or setting whilst you are on school business.

Downloading of Apps

You are permitted to download free apps from the phones app store, providing they are appropriate, courteous and consistent with the expectations of the Governing Body at all times and in accordance with the schools ICT and communications policy. Inappropriate use of school equipment to gain access to sexual material, including text and/or images, gambling websites or apps or other material that would tend to deprave or corrupt those likely to read, see or be involved in it could lead to disciplinary action. School equipment must not be used for abusive purposes.

Any apps requiring payment will be classed as personal usage and therefore the cost of the app will be reflected as a personal usage charge on your bill.

Bring Your Own Device (BYOD)

The school will **not** permit the use of personal mobile phones for school/business. A school mobile phone will be provided for educational visits and other visits with children out of school.

Acceptable personal calls using school supplied mobile phones

School issued mobile phones will be used for business use only. With the exception of a single permitted daily phone call to home/partner to inform them of delays at work or in the event of an emergency. If you do use this phone for more than the daily permitted personal call you agree that you will be charged for any additional personal usage on a monthly basis. Payment to school will be made by invoice that will be raised retrospectively by school on a quarterly basis.

Upon the issue of a school handset you will be asked to sign to say you agree to use your phone for the purpose detailed in this policy.

Personal Usage Identification Process

A copy of the monthly phone bill for each phone will be given to the relevant user. The person using that number will be asked to highlight any personal calls and any additional charges such as app downloads or premium numbers called. They will complete a summary sheet detailing their personal charges and amounts and hand back to the school finance department in the main office.

Within the contract provided by O2

- Unlimited calls to any UK numbers. Therefore when in school please use your mobile for all business related calls as landlines are charged per call.
- Unlimited free texts.
- 1GB of data usage. At this stage it is being considered that this is a sufficient amount of data for business use as we also have access to the school computers. Therefore any additional usage above 1GB may be classed as personal usage and will be discussed and reviewed as each bill is received.

Please ensure when in school you have connected your phone to the preloaded school Wi-Fi network and when at home you have connected your phone to your home Wireless internet connection, if you have one. *Note: Doing this will help to limit the amount of data accessed as part of your 1GB data allowance.*

Premium rate numbers and directory enquiries

These numbers are **not** covered under your free unlimited calls package. Any calls made to these numbers will be deemed as non-school related business and you will be charged for the full cost of these calls

If, under monitoring, it is found that calls have been made to any inappropriate numbers i.e. chat lines etc. this will be viewed as serious and may lead to disciplinary action.

Loss of Mobile phone or accessories

All users should take good care of their mobile phones and accessories to avoid damage, loss or theft. The emphasis is on personal responsibility. In the event a user requires replacement of lost, stolen or damaged equipment they may be liable for the cost of replacement if it is considered they have been negligent in their actions.

Your school mobile phone should be pass code protected to help prevent unauthorised access to sensitive data such as contact details and the message/call history in the event of the phone being lost or stolen.

Health and Safety

The handsets that O2 supply are warranted by the equipment manufacturer to comply fully with the relevant health and safety regulations.

Mobile telephone handsets and accessories, which are either damaged or worn out, should be disposed of in a manner that is environmentally sound. To comply with this procedure, all faulty or obsolete equipment should be returned to the school ICT department for recycling/disposal.

Use of handset when driving

Employees of Delius Special School are not expected to use their school mobile phone whilst driving.

International Roaming

This facility has been disabled and your school phone will not work outside of the UK.

Social Networking

Access to any public social networking sites are prohibited at any time on your school provided mobile phone. This is to eliminate the risk of unauthorised images of Delius pupils or any school data from being uploaded accidentally. This is also to eliminate the risk of Delius pupils falling victim to the viewing of inappropriate content held on these sites.

- Staff should not communicate with pupils through private email accounts, social networking sites, even on educational matters, but should use office email and networking sites sanctioned by school.
- Staff should be circumspect in their use of social networking sites on personal ICT equipment and must not discuss business or school issues on their personal social networking accounts.
- All social networking sites are restricted through the school's internet access.

Personal Email

Staff are permitted to access their personal email accounts on school provided mobile phones, however this must **not** be within school working hours or anywhere close to where a Delius pupil might be at risk of accessing the account. Staff must log out of personal email accounts immediately when finished and must not click to save login information for next use.

Access to any public social networking sites are prohibited at any time on school provided ICT equipment.

PART 1: to be retained by staff/governor

This declaration refers to the Governing Body’s policy and guidance on the use of your school provided mobile phone and confirms that you have been provided with a copy and that you have agreed to follow it.

All employees who have been issued with a school mobile phone are required to familiarise themselves with the contents of the policy and to sign the following declaration.

Declaration

You should sign two copies of this document; this copy to be retained by you. The second copy (below) is to be detached and placed your personal file.

I confirm that I have been provided with a copy of the school’s policy on the use of a school provided mobile phone. I confirm that I am aware that all my electronic communications including phone calls, text messages emails and website searches may be monitored by the school.

Signed: Name: Date:.....

PART 2: to be detached and kept by school

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