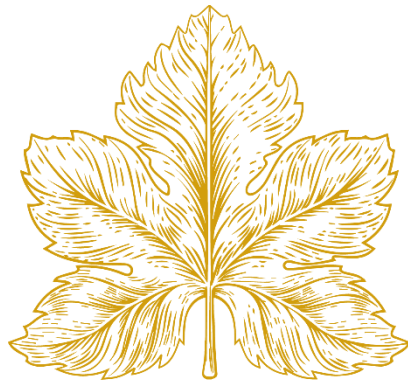


Mobile Phone Policy



EPWORTH EDUCATION TRUST

Written by:	J Buckley
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Next Review Date:	Spring 2025

Version Control

Change Record

Date	Author	Version	Section	Reason for Change
Jan 19	J Buckley	1		
Feb 23	J Buckley	2	1	Legal Framework added
			2	Updated to include use of smart watches and use of MFA (2.9 and 2.14)
			4	Lone working added
			6	Additional items added re. permission and photos

The Epworth Education Trust is a Multi-School Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

Safeguarding Statement

At the Epworth Education Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all Employees, volunteers and governors

Contents:

Statement of intent

1. Legal framework
2. Use of personal mobiles during the day
3. Use of mobile phones on School Trips
4. Use of the School Landline
5. Pupil use of Personal Mobiles
6. Volunteers, Visitors, Governors and Contractors
7. Parents
8. Dissemination
9. Monitoring and Review

Appendices

- A. Business Mobile Phone User Agreement
- B. Accessing work emails & other work data on personal devices

Statement of intent

Epworth Education Trust promotes a code of conduct with the aim of creating a cooperative workforce, where Employees work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is that all employees, volunteers, contractors and pupils whilst using mobile phones and other similar devices such as smart watches:

- 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.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE (2022) 'Keeping children safe in education 2022'
- The General Data Protection Regulation (GDPR)
- The Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE (2014) 'Cyberbullying: Advice for headteachers and school Employees'

This policy operates in conjunction with the following policies:

- Online Safety Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Social Media Policy
- Employees Code of conduct and handbook
- Disciplinary Policy
- Lone working

2. Use of personal mobile phones during the day

- 2.1. Employees are not permitted to make/receive calls/texts during contact time with children. The school office number should be given for all Emergency contact.
- 2.2. Employees should have their phones switched off and out of sight (e.g. in a drawer, cupboard, handbag) during class time. If the school provides lockers for this purpose, then phones **MUST** be stored in the locker
- 2.3. Mobile phones should be switched off or on silent whilst on the School premises, unless it is during a break or at lunchtime. Employees using personal mobile phones during their breaks should be respectful of their colleagues and mobile phones should not be used in front of pupils.
- 2.4. Use of phones and smart watches (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, Employees room, empty classrooms.
- 2.5. Social Media apps should only be accessed on personal phones when not working and are located in the Employees room.
- 2.6. Employees choosing to access work emails using their personal mobile phones should have the appropriate secure systems in place to ensure the data cannot be accessed, should their phone be lost or stolen. Employees are requested to sign a declaration on reading this policy to ensure their phone is password or pin protected. (See appendix 1) This should be signed and kept on an employee's personal file.
- 2.7. Should there be exceptional circumstances (e.g. acutely sick relative), then Employees should make the Headteacher aware of this and request permission

to have their phone in case of having to receive an emergency call. It is at the Headteachers discretion whether this is permissible.

- 2.8. Employees are not at any time permitted to use recording equipment on their mobile phones or Smart watch, for example: to take recordings/pictures/videos of children, or sharing for images.
- 2.9. Where there is a suspicion that the material on a personal mobile phone may be unsuitable and may constitute evidence relating a criminal offence, the Allegation of Abuse process will be followed
- 2.10. Legitimate recordings and photographs should be captured using school equipment only such as cameras and iPads.
- 2.11. Employees should not provide parents or pupils with their personal mobile phone
- 2.12. Inappropriate messages must not be sent to any member from the school community
- 2.13. The Trust is not responsible for the loss, damage or theft of any personal mobile device.
- 2.14. Employees should report any usage of mobile devices that causes them concern to the Headteacher.
- 2.15. Failure to comply with the above may lead to disciplinary action
- 2.16. Any software that requires the use of MFA (Multi-factor authentication) will be set up so the school's IP address is known so MFA is not required or will only ask for MFA once (for that IP address). Please ensure the Headteacher is aware of all software that requires MFA so a record can be kept.

3. Use of mobile phones on School Trips

- 3.1. All schools should have at least one school mobile for trips
- 3.2. On using school mobiles on trips, Employees should ensure:
 - The school mobile is only to be used for emergencies, taking photos of the trip or contacting the school.
 - These pictures/videos must be downloaded on a school PC on return and then deleted.
 - No apps should be downloaded onto the mobile phone.
 - Internet and email usage on the phone should only be used in an emergency.
 - No contact is made with a parent using a mobile phone – all relevant communications should be made via the school office.
- 3.3. Any personal mobiles must not be brought on the trip unless agreed by the Headteacher.
- 3.4. Mobiles should never be used whilst driving – this is a criminal offence.
- 3.5. Calls and texts will be monitored on the school mobile
- 3.6. The school office is responsible for ensuring the mobile phones are charged and with credit before any trip.
- 3.7. Failure to comply with the above may lead to disciplinary action

4. Issue of Business Mobile Phones

- 4.1. Any employees who have been provided with a mobile phone for business use must sign the mobile phone user agreement (appendix 1) and follow all its conditions and procedures.

- 4.2. Any employees who have been provided with a mobile phone for business use, must ensure the mobile used is solely for this reason.
- 4.3. The Trust have the authority in place to ensure that such mobile phones and associated phone bills are checked on a regular basis
- 4.4. Failure to follow the mobile phone user agreement, may result in disciplinary procedure
- 4.5. In circumstances where employees are lone-working in remote areas of the school, or out of hours, a work mobile or two-way radio should be provided if there is no land-line in the room.

5. Use of the School Landline

- 5.1. The school landline must only be used in connection with school business. Using the landline to make a personal/private call must only be carried out if permission has been obtained from member from the Senior Leadership team.
- 5.2. The school landline must not be used to contact premium rate numbers
- 5.3. The landline number must not be used to promote any external private business
- 5.4. The school landline must not be used in a manner that could bring the Trust or School into disrepute

6. Pupil use of Personal Mobiles

- 6.1. We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:
- 6.2. Pupils are not permitted to have mobile phones on school trips
- 6.3. A mobile phone is only allowed if the child walks home from school alone or the Headteacher has agreed in writing. However on arrival at school, the phone must be handed in to the class teacher switched off, first thing in the morning and collected from there by the child at home time (the phone is left at the owner's own risk).
- 6.4. The school should have a list of pupils who are permitted a mobile phone.
- 6.5. All phones must have the name of the child clearly labelled on the back of the phone.
- 6.6. If any pupil is found with a mobile phone device and does not have the school permission, the device will be confiscated and the parent will be contacted to pick up the phone from the school office. This will not be given back to the pupil.
- 6.7. If a pupil is found taking photographs or video footage of either other pupils, teachers or others using a mobile phone or other personal electrical device, this will be regarded as serious offence and appropriate action taken
- 6.8. The mobile phone should not be used on the school grounds without prior permission
- 6.9. Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site'

7. Volunteers, Visitors, Governors and Contractors

7.1. All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to Employees whilst on the premises.

8. Parents

8.1. While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

8.2. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

8.3. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

9. Dissemination

10.1 The mobile phone policy will be shared with Employees and volunteers as part of their induction.

10. Monitoring and review

10.1. The Trust is responsible for monitoring this policy and procedures and amending accordingly following incidents or concerns.

10.2. The policy will be reviewed by the Head of Operations every 2 years.



Epworth Education Trust

Business Mobile Phone User Agreement

This agreement is between:

Epworth Education Trust (EET) and

The following are the conditions under which you, the EET employee, will accept the provision of a mobile phone from the Epworth Education Trust.

The Trust retains sole right of possession of the mobile phone and related equipment, and may transfer the mobile phone to another employee if you do not, or are unable to, for any reason, fulfil the requirements of this agreement.

Under this agreement the Trust will:

1. Provide a mobile phone for your sole use while you are a permanent full-time or part-time employee at the Trust.
2. Set up the mobile phone to enable you to connect to and make effective use of the network.
3. Plan and manage the integration of the mobile phone into the environment, and provide the professional development required to enable you to use the mobile phone effectively.
4. When required, expect you to pay an excess for accidental damage or loss, or repair / replacement costs where loss or damage is a result of your own negligence.
5. Make regular payment to the leasing company for the mobile phone (if applicable).

Under this agreement, you will:

1. Bring the mobile phone and charging unit to work each day and keep the mobile phone with you or within your sight at all times.
2. Transport the mobile phone safely using the cover issued with the mobile phone.
3. Use the mobile phone only for the purposes of work.
4. Do not use the mobile phone to take any pictures of children within the school unless authorised to do so by a member of SLT eg. Headteacher. These must then be deleted from the mobile phone as soon as they have been used for the task requested.
5. Not permit any other individual to use the mobile phone without your supervision.
6. Take responsibility for any other individual using the mobile phone.

7. Provide suitable care for the mobile phone at all times and not do anything that would permanently alter it in any way.
8. Not use the mobile phone in ways which could damage the reputation of the Trust or your own career.
9. Only download apps and content from reputable sources.
10. Turn off "Cellular" in settings so there are no Internet Charges.
11. Keep internet usage to a minimum (eg. use only in an emergency) by only switching on "Cellular" when required.
12. Lock the mobile phone screen when not in use with a passcode.
13. Keep the mobile phone clean.
14. Immediately report any damage or loss of the mobile phone
15. Immediately report any viruses or reduced functionality following a download
16. Be prepared to cover the insurance excess, repair or replace the mobile phone when the damage or loss has been a result of your own negligence.
17. Make arrangements for the return of the mobile phone and passcode if your employment ends or if you will be away from the school for an extended period.
18. Use the mobile phone in a way which does not contravene the policies and procedures of the Trust including the IT Acceptable Use, Data Protection Policy, Social Media Policy and Child Protection Policy.
19. Keep the phone well charged ready for use when at work.
20. Do not use the mobile phone whilst driving unless the car has a hands free system. Driving whilst talking on a mobile is a Criminal offence.

For safe-guarding purposes, the Trust retains the right to carry out a search on the mobile phone at any time.

Insurance cover provides protection from the standard risks while the mobile phone is on the school site or in your home but excludes theft from your car or from other establishments. Should you leave the mobile phone unattended and it is stolen, you will be responsible for its replacement and may need to claim this from your own insurance company or pay from your own pocket.

Failure to agree to or to abide by these terms will lead to the mobile phone being returned to the school and serious breaches may lead to disciplinary action.

I, _____ agree to follow the terms laid out in the Mobile Phone user agreement.

Signed by

Name:	Date:
Mobile Phone Model:	Serial Number:



Accessing work emails & other work data on personal devices

Mobile devices (laptops, tablets and smart phones) can present unique security challenges.

If accessing company information electronically on a mobile device, it must be protected in such a way as to prevent it from being exposed if the device upon which the information is stored were to be lost or stolen or in the event that the employee leaves the employment of the Epworth Education Trust.

All personal mobile devices must be password protected at all times

In order to protect Personally Identifiable Information that is off the Trust's physical premises, the Trust retains the right to delete data and/or applications from any device that contains the company's information.

If an employee wishes to access work emails on a personal device they must agree to the following terms and conditions

Agreement to access company information eg. email on my personal device

Name:

Make & Model of Personal device

Make

Model

Serial Number

Company Information accessed on mobile device (please list):

- I understand and confirm that my personal device will be password/PIN protected or finger touch protected at all times.
- I confirm that I am the only person that knows my mobile device password/PIN
- I confirm that this device is set to lock itself with a password or PIN if idle for five minutes
- I understand that in the event that my personal mobile device is lost or stolen, I am to notify my senior manager immediately, regardless of the time of day.
- I understand that in the event that my personal mobile device is lost or stolen, Epworth Education Trust will delete my email address immediately
- I understand and agree that any violation of this agreement could result in termination of my employment.

Signed:

Date:

Name of employee: