

# Acceptable Use of Mobile Phones Policy (Including Visitors)

**This policy was reviewed and updated in May 2019.**

**The next anticipated review date will be May 2021.**

PACT Central Support Team, Unity House, 27 Trinity Road, Birmingham, B6 6AJ  
W [www.pact.bham.sch.uk](http://www.pact.bham.sch.uk) E [enquiry@pact.bham.sch.uk](mailto:enquiry@pact.bham.sch.uk)

**UNITED WE ARE  
WORLD CLASS >**

## **Contents**

<b>Rationale</b> .....	<b>3</b>
<b>Personal Mobile Phones (Including Visitors)</b> .....	<b>3</b>
<b>School Issued Mobile Phones</b> .....	<b>3</b>
<b>Consequences of Contravening this Policy</b> .....	<b>4</b>
<b>Contact</b> .....	<b>4</b>
<b>Related Policies</b> .....	<b>4</b>
<b>Review</b> .....	<b>4</b>

## Rationale

This policy provides guidance on the appropriate use of mobile phones including smartphones by all members of the PACT community (staff, Trustees, volunteers and visitors), including the potential consequences of misuse.

For reasons of safety and security, all staff should not use their personal mobile phone or any other personal mobile device in a manner that is likely to bring the PACT into disrepute or risk the welfare of a child or young person.

Where needed, staff will be issued with a PACT owned mobile phone. Mobile phones are issued to key staff in order to allow us to:

- communicate effectively across each school site and the PACT; and
- contact key members of staff in the event of an emergency.

In order to reduce the possibility of inappropriate use, the following policy must be adhered to.

## Personal Mobile Phones (Including Visitors)

With regards to personal mobile phones, all members of the PACT community should adhere to the following:

- all personal mobile phones must be set to silent/vibrate during children's working hours;
- staff are advised never to give their mobile phone number to pupils or parents;
- photographs and videos of pupils should not be taken with personal mobile phones;
- photographs and videos of staff should not be taken unless consent has been given;
- the sending of inappropriate text messages between any members of the PACT community is not allowed;
- it is illegal to use a mobile phone whilst driving.

Use of mobile phones during lessons is forbidden, except:

- in an emergency to contact a member of the Senior Leadership Team or the main school office;
- in special circumstances - prior authorisation must be obtained from the Head of School or Deputy Head;
- to contact school during an educational trip or home visit. However, pupil safety and their supervision must remain first priority.

Use of personal mobile phones and devices:

- the PACT allows staff to bring in personal mobile phones and devices for their own use in line with this policy;
- the PACT is not responsible for the loss, damage or theft of any personal mobile device;
- under no circumstances does the PACT allow a member of staff to contact a pupil or parent/carer using their personal device;
- users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Personal calls must be:

- discreet and appropriate;
- only carried out during authorised break and lunch times;
- taken in a private space away from public areas; and
- never made in the presence of pupils.

## PACT Issued Mobile Phones

If you are issued with a PACT owned mobile phone, you must adhere to the following at all times:

- phones must be switched on and carried with you at all times during your contracted working hours;
- phones must only be used for school/MAT business and never for personal use;
- you are responsible for the security of your PACT mobile phone;
- all PACT mobile phones must have a PIN code or passcode set to ensure the device is locked when not in use. This acts as a safeguard from misuse by others;
- all PACT mobile phones are controlled through the use of Mobile Device Management (MDM) software – you must not attempt to remove or disable this;
- you must report the loss or theft of any PACT mobile phone equipment immediately to the Head of School. The PACT remains responsible for all call costs until the phone is reported lost or stolen to the service provider;
- you must read and understand the user instructions and safety points relating to the use of your PACT mobile phone prior to using it;
- PACT SIM cards must only be used in school provided mobile phones;

- you must not send text messages to premium rate services;
- if you are sent inappropriate material e.g. images or videos report it immediately to the Head of School.
- you may take photographs, videos and sound recordings using your PACT mobile phone, but these actions should be carried out in line with the Online Safety and Data Protection policies. For example, where policy states that digital images should be removed from a device at the end of the working day, this would apply to images on the mobile phone;
- you may be issued with a smartphone with internet access. In this instance, you must adhere to both the Online Safety policy and Acceptable Use policy when using the internet;
- if issued with a smartphone, you may install additional applications to a device providing that they are for professional and productive use (i.e. a document editor or to-do list);
- on a PACT owned smartphone, you may access your PACT/school email account using the built in mail client. Please contact the ICT Support department for this to be configured. Use of email on the device should be in line with the Online Safety, Data Protection and Acceptable Use policies;
- no overseas calls should be made on a PACT mobile phone; and
- when you are issued with a PACT mobile phone, you will be informed of the service providers' tariff to which your phone is contracted, including the number of any inclusive telephone minutes, texts and internet data. Any excess charges for these services outside of those included with the tariff will be scrutinised by the finance department, and if found to be for personal use, will be the responsibility of the phone holder to repay.

## **Consequences of Contravening this Policy**

All staff should understand that failure to comply with this policy is likely to result in disciplinary action or, in certain circumstances, a safeguarding/child protection allegation. The latter might involve suspension from work pending a Police investigation. Any offence of this nature involving a pupil is likely to be viewed as a serious disciplinary offence up to and including dismissal.

This guidance should be seen as a safeguard for both members of the school community and the Trust.

## **Contact**

Please direct questions about this policy to the Central Support Team.

## **Related Policies**

This policy should be read in conjunction with the following policies:

- Trust Online Safety Policy;
- Trust Data Protection Policy; and
- Trust Acceptable Use Policy.

## **Review**

This policy will be reviewed biennially, or more regularly in the light of any significant new developments or in response to changes in guidance.