

This Policy Applies to staff, pupils, and any visitors to site.

S4 Mobile Phone Use (v6.22)

Personal Mobile Devices

Personal Mobile Phones (as defined above) are NOT to be used on the school site except in designated areas, or exceptional circumstances, and then only by previous agreement with the Headteacher.

The current designated areas are:

Staff Room

School Office/Reception area

Work Mobile Devices

NOTE: Work devices must not be used for personal purposes

The term mobile phone includes but not limited to:

Mobile Phones

Smart Phones

Other 'sound picture voice'
(SPV) devices

These devices, as with all School equipment, are provided for work use only.

For mobile devices staff must abide by the tables below

Acceptable

Always use PIN security provided on phones

Conduct all verbal and text (where text is appropriate) conversations in a professional manner and within the Schools acceptable standards of behaviour

Be aware of your surroundings, e.g. do not discuss confidential matters where they could be overheard, i.e. on a crowded train

Ensure that all files stored on mobile devices are moved to the schools network so that they are backed up. Files should then be removed from the mobile device.

Close down the mobile device when not using it to prevent unauthorised access

Unacceptable

Never call or access inappropriate numbers, e.g. chat lines, premium rate numbers

Never use cameras on devices to take inappropriate, pornographic, obscene, discriminatory or otherwise offensive images

Never download unauthorised software including ring tones

Never allow anyone else to use the device including family, friends and children

Never leave the device unattended/unsecured or in a parked car

Do not use mobile devices whilst driving (unless using hands free facilities)

Monitoring of mobile devices

Mobile devices may be recalled at any time by the school to check compliance with this policy. All monitoring will be done in line with the Lawful Business Practice Regulations 2000.

Security of mobile devices

It is the user's responsibility to ensure that the physical device and any information stored on it is as secure as possible.

All School information must be regularly transferred to the school networks to ensure it is backed up. Mobile devices are not automatically backed up.

If a device is lost or stolen it must be reported to the police immediately (if stolen) and a crime reference number obtained. It should then be reported to the Head Teacher as per the Information Security Breach Procedure.

Never attempt to factory reset your work mobile phone without ICT Technician support.