



Ensuring the Safe and Appropriate Use of Mobile Phones

Example Policy

We are committed to safeguarding our students in a supportive and creative digital environment. We are, however, aware of the possibilities of abuse of digital images and videos and have a duty of care to our whole community of staff, students, parents, carers and volunteers. Please adhere to these regulations in order to ensure a positive and constructive atmosphere for us all.

We allow staff to bring in mobile phones for their own personal use. However, they must be kept in their lockers at all times and are not allowed to be used in teaching spaces, toilets, changing rooms or in the relaxation and communal areas at any time. If staff fail to follow this guidance, disciplinary action will be taken in accordance with the staff contract. If staff need to make an emergency call, they must do so in an appropriate place such as an admin or staff office. Staff must ensure that there is no inappropriate or illegal content on their devices.

Personal mobile phone technology may not be used to take photographs anywhere within college grounds. There are digital cameras available for this purpose and only these should be used to record visual information within the consent criteria guidelines of the college. All content should be downloaded onto the college network at the end of each trip or outing in accordance with effective practice guidelines.

Members of staff may only contact a parent/carer using either college landlines or college approved mobile phones. When students undertake a trip or journey, college supplied mobile phones must be used by staff. College phones will have both GPS and photography applications disabled.

The use of students own devices is subject to a separate policy and all staff should make themselves aware of this.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they should use either an admin or staff office. Volunteers or visitors are not permitted to take photographs or recordings of the students.





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by JISC Techdis

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