



## **MOBILE PHONE USAGE POLICY FOR STAFF AND PUPILS**

**The mobile phone policy will be shared with Staff and others and will also be available to all via the school office and website ( [www.teuaq.com](http://www.teuaq.com))**

### **AIM**

The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. **However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.**

### **SCOPE**

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, proprietors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

**This policy should also be read in relation to the following documentation:-**

- ❖ **Online Safety Policy**
- ❖ **Behaviour and Anti-bullying Policies**
- ❖ **Staff Code of Conduct**

### **CODE OF CONDUCT**

A code of conduct is promoted with the aim of creating a cooperative workforce,



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where staff 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 therefore that all Practitioners:-**

- ❖ 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

*It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.*

**PERSONAL MOBILES – STAFF**

- ❖ Staff should use mobile phones inside the School for emergency use only.
- ❖ Staff are not permitted to make/receive calls/texts during contact time with children.
- ❖ Staff should have their phones on silent or switched off and out of sight (eg in a drawer, handbag) during class time.
- ❖ Mobile phones should not be used in a space where children are present (eg classroom, corridor, playground).
- ❖ Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present.
- ❖ Staff must security protect access to their phone.
- ❖ Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.



## **MOBILE PHONES FOR WORK RELATED PURPOSES**

We recognise that mobile phones provide a useful means of communication on off-site activities. However, staff should ensure that:-

- ❖ Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children)

## **PERSONAL MOBILES – STUDENTS**

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:-

- ❖ **Students are not permitted to have mobile phones at school .**
- ❖ **If in the rare event of a child wishing for his/her child to bring a mobile phone to school to contact the parent, such Students are allowed to bring Mobile phone to school but they must leave it, turned off, at Supervisors Office and collect it at the end of the school day. (The school takes no responsibility for any accidental loss or damage to mobile phones brought into school).**
- ❖ **The parent must discuss the issue first with the Principal and receive approval**
- ❖ **Mobile phones brought to school without permission will be confiscated and returned only to the Parent.**
- ❖ **Unauthorised use of mobile phone during the school day will lead to severe disciplinary procedure.**

**Where mobile phones are used in or out of school to bully or intimidate others then the School 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’.**



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## **VISITORS, PROPRIETORS, ADVISERS AND CONTRACTORS**

- ❖ All Visitors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.
- ❖ On arrival, such visitors will be informed of our expectations around the use of mobile phones.

## **PARENTS**

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

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

**We do 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 (eg on social networking sites) that include any children other than their own.**

### ***Related Documents to read***

- 1. Child Safety & Protection Policy – Whole School***
- 2. Online Safety Policy – Whole School***
- 3. Acceptable Usage Policy – Student & Staff***
- 4. Social Media Usage Policy – Parent, Student & Staff***
- 5. Cyber Bullying / Anti Bullying Policy***
- 6. Data Protection & Privacy Policy***

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