



Astrea Academy Trust  
INSPIRING BEYOND MEASURE

# Mobile Phone Policy

**Protocol for the use of Mobile Phones  
for school-based Astrea employees**

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Written by	R4
Adopted by Trust Board	Not required
Noted by LGB	
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## 1. Introduction

- 1.1. The purpose of this protocol is to inform employees of the expectations of mobile phone use during their working hours. It is intended to give staff some broad guidelines regarding the appropriate use of mobile phones, in the workplace or in the course of carrying out your duties.
- 1.2. Schools are legally responsible for their own data and therefore have a duty to protect employees in relation to the use of mobile phones provided for the purposes of work.

## 2. Principles

- 2.1. This protocol applies to all school based employees.
- 2.2. This protocol should be used in conjunction where necessary with
  - Any Social Media Protocol adopted by the Academy
  - Guidance for Safer working practices for adults who work with children and young people
  - School staff handbook
  - Disciplinary Policy
  - Any Lone working policy adopted by the Academy
- 2.3. Where the Principal discusses mobile phone use with an employee, a record of the discussion should be kept.

## 3. Use of Mobile Phones During the Working Day

- 3.1. The use of mobile phones by employees to make/receive personal calls and/or texts during the working day is discouraged for the following reasons (this list is not exhaustive):
  - It does not set a professional and positive example to pupils, it is disruptive and interrupts lessons
  - It is a nuisance/discourteous to colleagues (eg during meetings)
  - It is a misuse of the school's time and has the potential to impact detrimentally on children's learning

In some circumstances Trade Union stewards and staff who are carers may need to be given expressed permission to make or receive such calls.

- 3.2. Any personal calls should be directed to the school's landline number so that a message can be relayed to the member of staff, when the member of staff is available, unless there is an emergency situation, where the message must be relayed to the employee immediately
- 3.3. Mobile phones should be switched off 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.
- 3.4. Most mobile phones now have built-in cameras and have the capability to capture, copy and transmit images through a range of technologies and formats. Employees should not take or transmit images of pupils or colleagues on a mobile phone.



## 4. Duty of employees

- 4.1. Any employees who have been provided with a mobile phone for business use, must ensure the mobile used is solely for this reasons, unless express permission has been given that the phone can also be used for personal use.
- 4.2. Schools may ensure that business mobile phones and associated phone bills are checked on a regular basis.

## 5. Security

- 5.1. Employees accessing work emails using either their personal or business mobile phones should have the appropriate secure systems in place to ensure should their phone be lost or stolen the data cannot be accessed. Employees should be requested to sign a declaration to ensure their phone is password or pin protected. (See appendix 1.) This should be signed and kept on an employee's personal file.

## 6. Text Messages

- 6.1. Text messages are not an appropriate formal means of communicating with colleagues within a school/workplace setting as they are:
  - Not a formal means of communication
  - Can be misinterpreted
  - Inappropriate for the purposes of audit
- 6.2. Some examples of inappropriate texting are (this list is not exhaustive):
  - Notifying a manager/Principal of sickness absence (this should always be by direct personal telephone contact)
  - Informing of changes to working arrangements

## 7. Social Media

- 7.1. Employees should not access social media sites via their mobile phones or other devices (business or personal) during working hours other than during breaks or lunchtime and when in an appropriate space

## 8. Protection of Employees

- 8.1. Employees should not provide parents or pupils with their personal mobile phone number.
- 8.2. Employees should refer to the School's protocol for the use of texting/phoning parents where one exists

## 9. Health and Safety Considerations

- 9.1. In circumstances where employees are lone-working in remote areas of the school including out of hours, a work mobile or two-way radio should be provided if there is no land-line in the room.
- 9.2. Employees are reminded that using hand held mobile phones or other devices whilst driving is a criminal offence



## **10.Mobile Phones and Pupils**

- 10.1. Schools should have a separate policy which specifically covers the use of mobile phones by pupils
- 10.2. Employees should be aware that there may be occasions where pupils could provoke staff to gain a particular reaction which may then be recorded.
- 10.3. If an employee receives material from a pupil, parent or colleague deemed to be inappropriate or offensive, the images/text messages should be retained as evidence and referred immediately to the Principal/designated Manager.



## Appendix 1

I confirm that my mobile phone is securely protected for the purposes of accessing my school email account or other school data.

This security is in the form of:

.....  
.....  
.....  
.....

*(for example:- password protected, encryption, etc)*

**Signed** .....

**Dated** .....