

**Greenhead College  
Corporation**



**SAFE USE OF MOBILE  
TELEPHONE POLICY**

*Revised March 2019*

## MOBILE TELEPHONE POLICY

### 1. Purpose

This policy sets out the framework within which mobile telephones will be used by staff for business use, as well as guidance on the safe use of personal handsets for both staff and students.

### 2. Staff Use of Mobile Telephones

The College does not undertake to refund any business calls or email usage made in this way.

Colleagues are also reminded that personal telephones with camera and video facilities should not be used for capturing student centred College events; instead, should it be appropriate, colleagues should use designated College equipment.

The College will provide a loan handset for business use when appropriate; the Director of Finance and Resources manages a bank of equipment. College loan handsets are not to be used for personal matters.

We are happy for parents to take photographs at College events but will always make them aware that they are for personal use only and if they have taken photographs of young people (other than their own) they should not be uploaded to social media sites.

Colleagues should also protect their privacy by not allowing students (or parents) to obtain their personal contact details outside of those connected directly with the College.

Colleagues should ensure that all digital communication with students is on a professional level and only through College based systems, **NEVER** through personal email, text, mobile phone, social network or other online medium.

Staff mobiles must not be handled or answered during working commitments, except with the permission of the line manager. Teachers are permitted to use their mobile phone in the classroom in order to contact reception or a member of SLT in an emergency (e.g. a College lockdown). However, the mobile should be switched to silent mode during the lesson and not be used except for the purposes of teaching, learning and assessment or if they have gained permission from their line manager in advance. In an emergency, it would also be acceptable for the teacher to use a student's mobile phone to contact reception or a member of the senior team.

The College reserves the right to monitor equipment on their premises and to search any technology equipment, including personal equipment with permission, when a breach of this policy is suspected.

If an incident occurs which raises concerns about Child Protection or the discovery of indecent images on the computer, then the procedures outlined in College Safeguarding procedures will be followed.

### 3. Student Use of Mobile Telephones

The use of mobile telephones in lessons should only occur when the teacher gives permission and the use is for educational purposes.

Examination Board regulations state that mobile phones and other potential technological/WEB enabled sources of information cannot be taken into the examination room under any circumstances. Students found in possession of any of these devices during a public examination may face disqualification by examination boards.

The College will keep a record of all students' mobile numbers in line with the College Data Protection Policy; students are to inform the Admin office if their number changes so that records can be kept up-to-date.

Students are advised to look after their phones by security marking them and arranging appropriate insurance. Students are advised to keep a record of their phone IMEI number (available by typing \*#06#) and their SIM number.

Students should not charge their phones using College electricity sockets as their phone chargers have not been PAT tested; they are advised to use their own portable charger.

Students are expected to respect the privacy rights and feelings of other students when using mobile phones for calls or text messages. Inappropriate communications with, or the invasion of privacy of other students, members of the College community, or individuals outside the College, such as the recording and sending of images, video or audio files, or bullying messages and harassment will result in action being taken by the College.

<i>Author:</i>	<i>VP (SS and W)</i>
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***“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.***