



**Carlisle & Hampton Hill Federation**



## **Social Media and Mobile Phone Policy**

This policy was reviewed:	Summer 2023
This policy was ratified by Full Governing Body (if applicable):	Not Applicable
This policy will be reviewed again:	Summer 2024
Governor committee responsibility:	Achievement & Families Committee
Statutory Policy?:	No

## Purpose

The widespread availability and use of social media (SM) and social networking applications bring opportunities to understand, engage and communicate with audiences in new and exciting ways. It is important that we are able to use these technologies and services effectively and safely through establishing clear and robust acceptable user guidelines. The use of SM has implications for our duty **to safeguard young children**. The policy requirements in this document aim to provide this balance to support innovation whilst providing a framework of good practice.

## Scope

This should be read in relation to the following documentation:

- [Child Protection and Safeguarding Policy](#)
- [Acceptable use of IT Policy](#)
- [Behaviour Policy HHJS](#)
- [Behaviour Policy CIS](#)
- [Anti-Bullying Policy](#)

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

There are 4 key areas:

1. The use of social networking sites by pupils within school.
2. Use of social networking by staff in a professional capacity.
3. Use of social networking by staff in a personal capacity.
4. Comments posted by parents/carers. .
5. Use of Mobile phones

### **1. The use of social networking sites by pupils within school.** (HHJS only)

The school's Acceptable use of IT policy makes it clear to pupils that the use of social media is not allowed within school. Social network sites should never be accessed/used within school.

### **2. Use of social networking by staff in a professional capacity.**

Hampton Hill Junior School use the social media platform 'Facebook' & Instagram to share learning and activities using photographs and text. They occasionally use it to share notices with parents. The Deputy Headteacher has sole administration rights.

### **3. Use of social networking by staff in a personal capacity.**

It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them to protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner.

Guidelines are issued to staff:

- Staff must never add pupils as 'friends' into their personal accounts ( including past pupils under the age of 16 years )
- Staff must not post comments about the school, pupils, parents or colleagues including the Governors.
- Staff are encouraged to set their privacy settings on social networking sites to the highest level.
- The use of social networking applications in work time for personal use is not allowed. However, during off duty time when on school journey it is allowed.
- Any school representative found to be posting remarks or comments that breach confidentiality and/or are deemed to be of a detrimental nature to the school or individuals in the school community may face disciplinary action in line with the school's disciplinary procedures.
- Staff must not post pictures of school events without the Headteacher's consent.

**4. Comments posted by parents/carers.**

- Parents and carers will be made aware of their responsibilities regarding their use of social networking. This will be through the website, newsletter, new parents booklet, letters, email, text messages and verbal discussion.
- Parents are not expected to post pictures or discuss pupils other than their own children on social networking sites.
- Parents should make complaints through official school channels rather than posting them on social networking sites.
- Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.

**5. Use of Mobile Phones**

**Staff**

Members of staff are permitted to bring their personal mobile devices into school. They are required to use their own professional judgement as to when it is appropriate to use them and guidance is provided in the Code of Conduct Policy and reinforced during the Induction process. Broadly speaking this is:

- Personal hand held devices will be used in lesson time only in an emergency or extreme circumstances
- Members of staff are free to use these devices in school, outside teaching time.
- Staff should never contact parents or pupils from their personal mobile or give their number to pupils or parents. Staff should use the school phones or the school mobile whilst on any school trips.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

## **Pupil**

Whilst we fully acknowledge the parent/carers right to allow their child to bring a mobile phone into school if they walk to and from school without adult supervision, we discourage pupils bringing mobile phones (or a device such as an iPod or a smart watch) to school due to the potential issues as raised above.

- When a child needs to bring a phone into school, a permission slip must be signed by the parent/carer. ( APPENDIX ONE)
- Phones should be clearly marked so that each pupil knows their own phone.
- The phone **must** be left with their class teacher at the start of the day and collected at the end of the day. Any phones found in desks or bags will be confiscated from the pupil and handed to the school office until the end of the day.
- Parents are advised that Carlisle Infant School and Hampton Hill Junior School accepts no liability for loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found to be using a mobile phone at school, the phone will be confiscated from the pupil and handed to a member of the office team who will record the name of the pupil and attach it to the phone to store it until the end of the day. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Should parent/carers need to contact the pupils or vice versa during the school day, this should be done through the school office.

## **Volunteers, Visitors, Governors and Contractors.**

All volunteers, visitors, governors and contractors are asked to follow our mobile phone policy as it relates to staff whilst on the premises.

## **Parents**

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

We allow parents to photograph or film school events – but insist that parent/carers **DO NOT PUBLISH IMAGES OR FILM** (e.g. on social networking sites) that include any children other than their own.

## **Enforcement**

Any communications or content published that cause damage to the school, students, any of its employees or any third party's reputation may amount to misconduct or gross misconduct to which the school and local authority Dismissal and Disciplinary Policies apply. Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct. The school expects that users of social networking applications will always exercise the right of freedom of expression with due consideration for the rights of others and strictly in accordance with these Terms of Use.

## APPENDIX ONE



### **Student / Pupil Mobile Phone Parental Consent Form**

Dear Parent/Carer,

In accordance with our mobile phone policy, if your child is bringing in a mobile phone on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

Your child needs to hand their phone into their teacher first thing in the morning.

The school bears no responsibility for any loss or damage to a mobile phone.

Your child's phone should be appropriately marked so that they can recognise it.

Should your child be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be allowed to bring their phone into school.

Thank you for your understanding and cooperation in this matter.

Yours sincerely

Mr A Went

Head of School



### **MOBILE PHONE PARENTAL CONSENT**

I/we give permission for our child ( name)\_\_\_\_\_ to bring their mobile phone into school.

We have read the policy and understand its implications. We understand that Hampton Hill Junior School accepts no liability for loss or damage to mobile phones which are brought into school or school grounds.

Signed:\_\_\_\_\_

Date: \_\_\_\_\_

Name:\_\_\_\_\_

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE